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## PREFACE

The Fulbright *Primer* is published by the Fulbright Commission in Berlin as a service to American Fulbright grantees coming to Germany. Its purpose is to contribute to the orientation of American Fulbrighters and their families.

The state of transition in which Germany currently finds itself still makes it impossible to address certain issues without distinguishing between "Eastern" and "Western" Germany, although this reference describes geographical location more often than cultural or intellectual sides. We have tried to make the *Primer* as practical and useful for your stay as possible, for the most part disregarding such political terms.

With the *Primer* we strive to assist the majority of grantees, all of whom have a different amount of experience in Germany, and regret any shortcomings. We do believe, however, in the importance of adventure as a part of your Fulbright exchange experience. And we feel that you have received an adequate, if not over-abundant, amount of reading material from us and others!

The information here has been organized into several large categories, broken down again into many subcategories. Information that we believe to be relevant to only a small group of Fulbrighters has been compiled under "Other Specialized Information". The Appendices provide weight and conversion tables as well as an index that will help you find references to specific topics based on German terms you may have seen or heard. We have chosen this structure in order to make it easy for you to use the *Primer* both in preparation before your departure and as a reference source once you've arrived in Germany. Please check our homepage, [www.fulbright.de](http://www.fulbright.de), for more current information closer to your departure date.

Your feedback regarding the structure and content of the *Primer* will help us produce a more valuable publication for future Fulbrighters. We wish you all the best for your stay in Germany.

Kristine Wilton  
Reiner Rohr  
*Primer* Editors  
May 2001

## THE FULBRIGHT PROGRAM

### 1. BACKGROUND AND PURPOSE

#### The Origin of the Fulbright Program

At the end of World War II, vast stocks of American military supplies were stored in warehouses in many countries around the world. Because the war effort had ended, the United States had no immediate use for them. The countries in which the surplus, or *STEG-Waren*, were stored, however, were in great need of trucks, machine tools, food and clothing. The United States sold this property to the governments of these countries, and then arranged for its distribution.

As a result of these sales, the purchasing countries owed large sums to the United States. The shortage of dollars abroad prevailing at that time made it impossible to convert these proceeds into U.S. currency. Senator J. William Fulbright proposed that a portion of the funds available in the national currencies be used to finance foreign study for American citizens and to provide transportation for foreign scholars wishing to study in the United States.

On August 1, 1946, the 79th Congress passed Public Law 584. This legislation, known as the Fulbright Act, created the basis for the exchange organization called the Fulbright Program. The original goals of the Fulbright legislation, as defined by Senator Fulbright, are as essential today as they were in 1946: The advancement of knowledge through academic exchange and the promotion of mutual understanding among the peoples of the world. In 1996, The Fulbright Program celebrated its 50th anniversary with events around the world.

Today, approximately 130 countries participate in the worldwide Fulbright Program; 51 of these programs are carried out by binational commissions, enabling over 234,000 students, teachers and researchers to participate in the Fulbright exchange.

#### The Fulbright Program in Germany

Now the largest and most varied Fulbright Program in the world, the Fulbright Program in Germany has sponsored over 30,000 Americans and Germans since 1952.

The Federal Republic of Germany became the 25th member to join the Fulbright Program. On July 18, 1952, Chancellor Konrad Adenauer of the Federal Republic

of Germany and U.S. High Commissioner John J. McCloy signed the Fulbright agreement, providing for \$5,000,000 in D-Marks from the sale of STEG-Waren, to finance educational exchange over a period of five years. The United States Educational Commission in the Federal Republic of Germany (known as the Fulbright Commission) was established to supervise the exchange program. In 1958, when funds were exhausted, the Federal Republic of Germany requested that the Fulbright Agreement be extended. A flurry of diplomatic notes ensued, resulting in a five-year extension of the agreement.

In 1962, the German and American governments signed the first cost-sharing agreement, under which both governments assumed an equal share in the financing of and responsibility for the program. At this time the name of the program was officially changed to the Commission for Educational Exchange between the United States of America and the Federal Republic of Germany; retaining the informal name of Fulbright Commission.

With the unification of the two German states on October 3, 1990, the Fulbright Commission accepted a mandate for a consolidated exchange program between the U.S. and all of Germany. Prior to this date, two separate Fulbright exchange programs had existed between the U.S. and the two German "states"; the program with the German Democratic Republic operated as an intergovernmental program from 1986 until its dissolution in 1990.

The Fulbright Program in Germany works closely with cooperating agencies in the selection and supervision of particular grantee categories: The Institute of International Education (IIE); the Council for International Exchange of Scholars (CIES) for lecturers and researchers; and the United States State Department for teachers.

The J. William Fulbright Board of Foreign Scholarships (BFS), a 12-member presidentially-appointed body, provides policy guidance for the entire Fulbright Program. It operates through the United States State Department in Washington, D.C.

## 2. THE FULBRIGHT COMMISSION IN GERMANY

### Fulbright Commission Board

The Board establishes the annual program and its budget and is responsible for all policy-making as concerns the German-American exchange program. The Board's subcommittees make decisions about many cases on an individual basis.

The Board consists of 10 members who are appointed by the Board's two honorary chairmen. The German Honorary Chairman, the Federal Minister of Foreign Affairs

(*Bundesaußenminister*), appoints five Germans members who are executive officers of ministries or distinguished personalities in German academic life and administration; the American Honorary Chairman, the U.S. Ambassador to Germany, appoints five American members with academic experience who represent diplomatic, economic and community interests.

### The Fulbright Secretariat

The daily work and administration of the Fulbright Commission are carried out by the Secretariat, which comprises the Executive Director (appointed by the Commission) and 13 staff members. The Secretariat is divided into four administrative subdivisions. The Front Office is responsible for Special Programs (seminars for university administrators and professors and for teachers in the broad fields of German and American Studies) and general office management. The German Program Unit is responsible for German grantees, the American Program Unit for the American Fulbrighters coming to Germany and the Fiscal Unit for all financial matters. Most of your contact will be with the American Program Unit and its staff. Often, the term "Fulbright Commission" is used to refer to the "Secretariat" (although there is a clear difference, as shown above).

### The Role of the Fulbright Commission

The Fulbright Commission awards grants based on open competition to outstanding candidates. The Commission is responsible for Fulbright program operations in Germany and also plays a role within the overall structure of German-American exchanges. It cooperates closely with the German government and with other exchange programs such as the Deutscher Akademischer Austauschdienst (DAAD), the Alexander von Humboldt Foundation, and the Pädagogischer Austauschdienst (PAD). The Commission also performs various advisory functions for both governments and for the public at large.

### The Funnel

*The Funnel* is the newsletter of the Fulbright Commission. Published by the Fulbright Secretariat since 1954, it is distributed to all current Fulbrighters as well as to Fulbright alumni who express an interest in receiving it. You will receive your first issue after arrival in Germany.

*The Funnel* serves as a means to create and maintain contact between Fulbrighters, Germans and Americans, present and past. Most of the articles are submitted by or solicited from Fulbrighters or from individuals or organizations connected with the Fulbright Program in some way. Some issues are topical, i.e. a particular theme is chosen based on current events affecting binational exchange or according to special interests expressed by Fulbrighters. However, general *Erfahrungsberichte*, or

essays on cultural and professional experiences submitted by Fulbrighters, are also an essential part of almost every issue. By acting as a forum for the expression of ideas, opinions and critical commentary, *The Funnel* serves to incorporate German-American program alumni in the Fulbright network.

## Fulbright Alumni

If you are interested in adding a new perspective to your Fulbright experience, you may want to contact one of the Fulbright alumni associations. The **American Fulbright Association**, headquartered in Washington, D.C. since 1987, strives to "provide a means for participants to continue to contribute, locally and nationally, towards the goal of world peace through global understanding." Services and activities of the 32 regional and local chapters further public awareness of the Fulbright Program and create a broad-based constituency for international educational and cultural exchange. For further information:

Fulbright Association  
1130 17th Street, NW, Suite 520  
Washington, D.C. 20036  
Tel: (202) 331-1590, Fax: (202) 331-1979  
[www.fulbrightalumni.org](http://www.fulbrightalumni.org)

The **German Fulbright Alumni e.V.** was founded in Frankfurt in 1986 by former Fulbrighters. Their aim is also to move towards mutual understanding among the people of different nations; they sponsor two national conferences and several regional events annually. Members may be of any nationality and include internationally oriented students, scholars, and professionals from a wide range of fields and with an equally wide range of experiences and expertise. For further information:

Fulbright Alumni e.V.  
Postfach 10 08 65  
60008 Frankfurt/Main  
Tel: (069) 75 18 55, Fax: (069) 75 18 55  
[www.fulbright-alumni.de](http://www.fulbright-alumni.de)

Representatives of the German Fulbright Alumni give a personal introduction of their organization at every orientation meeting.

## GERMANY — AN OVERVIEW

Sixteen states (*LÄNDER*) form the Federal Republic of Germany (*BUNDESREPUBLIK DEUTSCHLAND*) and maintain a strong autonomy. Below we have provided you with some information about the country and each of the states.

**Capital:** Berlin

**Seat of Government:** Berlin, by June 1991 vote of the Bundestag; certain functions will remain in Bonn

**Political Structure:** Federal Republic with 16 *LÄNDER* (States)

**Total population of Germany:** approx. 82,000,000

**Total area of Germany:** 356,957.44 square kilometers

*(Statistics from 2000)*

Germany's political system is defined by the *GRUNDGESETZ* (Basic Law) adopted in 1949. The constitution provides for the following institutions of government:

*BUNDESPRÄSIDENT* (Federal President)—Head of State, mainly representational, elected by the *BUNDESVERSAMMLUNG* (Federal Convention), a constitutional body that convenes only for this purpose. The incumbent proposes to the *BUNDESTAG* a candidate for Federal Chancellor (usually head of the strongest party in the *BUNDESTAG*), who is the political head of government.

The *BUNDESTAG* (Federal Parliament)—Is elected every four years by German citizens who are 18 and older. Primary tasks: Legislation, election of Federal Chancellor and government and maintaining checks and balances on the other branches of government.

*BUNDESRAT* (Federal Council)—Is not elected, but consists of members of the *Länder* governments (each state has between three and six votes, depending on its size). Most laws require formal approval by the *Bundesrat*, especially in cases where the autonomy of the *Länder* is concerned, such as education and culture.

*BUNDESREGIERUNG* (Federal Government)—Consists of *BUNDESKANZLER* (Federal Chancellor) and the *BUNDESMINISTER* (Federal Ministers). The *KANZLER* is nominated by the Federal President and elected by the *BUNDESTAG*. The Ministers are nominated by the *KANZLER* and formally appointed by the Federal President.

*BUNDESVERFASSUNGSGERICHT* (Federal Constitutional Court)—The guardian of the *GRUNDGESETZ*. It monitors federal and state laws, can terminate unconstitutional legislation, and rules in disputes between the federal government and *Länder* or between individual federal bodies. Located in Karlsruhe.

## State Information

The 16 states are responsible for education, state and federal law enforcement, regional planning and land and water management.

**Baden-Württemberg** has some of Germany's most beautiful countryside. The Black Forest, Heidelberg's castle and the Rhine and Danube valleys are located in this state. It is also a highly industrialized region: Daimler-Benz, IBM, Bosch and Porsche all have their headquarters here.

**Bayern (Bavaria)**, the largest of the states and Germany's most popular tourist destination, offers the Alps, castles and Munich's Oktoberfest. Bavaria's diverse industries range from automobiles (BMW, Audi) to engineering, textile, glassworks, porcelain and breweries. In addition, Bavaria is home to some of the most renowned biotechnology centers in the world.

**Berlin** is Germany's capital and largest industrial center. It is also the country's most populated city. For many years, Berlin symbolized Germany's division. Construction of the Berlin Wall began on August 13, 1961. It was opened 28 years later on November 9, 1989.

**Brandenburg** is the largest of the five "new" states. Agriculture and forestry are Brandenburg's most important industries. Thirty-five percent of Brandenburg's area is forest.

**Bremen** is the smallest German state, and is made up of only two cities: Bremen and Bremerhaven. The world's largest container terminal is in Bremerhaven.

**Hamburg** is Germany's principal seaport, and more than 130 Japanese and 20 Chinese trading companies are represented there. Fishing is an important industry. Hamburg is also the media capital of Germany.

**Hessen** is home to Germany's financial center, Frankfurt. Most large German banks, as well as branches of foreign banks, can be found there. It is also the headquarters of the European Central Bank, which monitors the stability of the Euro.

**Niedersachsen (Lower Saxony)** is the second-largest state in Germany. Farming represents almost two-thirds of this region's industry. Other important industries are mining and automobile manufacturing. Volkswagen, the nation's biggest company, is located in Wolfsburg.

**Mecklenburg-Vorpommern (Mecklenburg-Western Pomerania)** is the most rural of the five new states. Tourism is its most promising industry, particularly on Rügen, Germany's largest island.

**Nordrhein-Westfalen (North Rhine-Westphalia)** is Germany's most densely populated state and Europe's largest industrial region. The state is also home to the city of Bonn, which served as the Federal Republic of Germany's capital until reunification.

**Rheinland-Pfalz (Rhineland-Palatinate)** has the largest export quota and the country's most extensive radio and television network. The Rhine river is the region's main economic resource. Vineyards along the Rhine produce two-thirds of Germany's wine. Seven million tourists visit the area each year.

**Saarland** takes its name from the river Saar, whose lower reaches are a wine-growing area. Most of the region's population works in the capital goods and services sector.

**Sachsen (Saxony)** is the most industrialized of the new German states, and is considered to have the best economic prospects. Leipzig was one of the two main centers of peaceful resistance to the Communist regime in former East Germany. The city of Dresden has been made the capital.

**Sachsen-Anhalt (Saxony-Anhalt)** is a thinly populated region, particularly in the north. Important industries include wheat and vegetable farming as well as sugar factories.

**Schleswig-Holstein** is the northernmost state and is bordered by Denmark, the North Sea and the Baltic Sea. Important industries are fishing and livestock. Tourism is boosted by the island of Sylt.

**Thüringen (Thuringia)** is known as "Germany's green heartland" because of its many forests, and Erfurt, the capital city, is called the "garden city". Farming and car manufacturing are the most important industries of this state.

*(Source: Oskar's. Facts and Figures. Everything you should know about Germany, Gruner & Jahr, Hamburg.)*

<b>LAND</b> (State) State Capital	Population	Area in sq. km.
<b>Baden-Württemberg</b> Stuttgart	10,000,000	35,751
<b>Bayern</b> München	11,800,000	70,554
<b>Berlin</b> (City-state)	3,409,737	889
<b>Brandenburg</b> Potsdam	2,500,000	29,053
<b>Bremen</b> (City-state)	684,000	404
<b>Hamburg</b> (City-state)	1,700,000	755
<b>Hessen</b> Wiesbaden	5,900,619	21,114
<b>Mecklenburg-Vorpommern</b> Schwerin	1,893,909	23,598
<b>Niedersachsen</b> Hannover	7,500,000	47,364
<b>Nordrhein-Westfalen</b> Düsseldorf	17,700,588	34,071
<b>Rheinland-Pfalz</b> Mainz	3,801,661	19,846
<b>Saarland</b> Saarbrücken	1,100,906	2,570
<b>Sachsen</b> Dresden	4,700,675	18,338
<b>Sachsen-Anhalt</b> Magdeburg	2,824,971	20,443
<b>Schleswig-Holstein</b> Kiel	2,600,606	15,730
<b>Thüringen</b> Erfurt	2,573,877	16,251

## Other Information

**Religion:** About 85% of the population belongs to Christian churches, almost precisely half Catholic and half Protestant, with a small minority belonging to other Christian denominations. A large foreign population, approx. 7.3 million, accounts for many other religious groups.

**Time Zone:** Central European Time (CET) is six hours ahead of Eastern Standard Time (New York). Daylight savings time is in effect from March to October.

# I. PRE-DEPARTURE PREPARATIONS

## A. IMPORTANT DOCUMENTS TO BRING ALONG

You will need certain documents in order to complete registration in your host city and at your host university. You would be well advised to make copies of these documents.

### 1. MANDATORY DOCUMENTS

The documents you will need for entrance into Germany and for fulfillment of your Fulbright grant activities:

**Passport:** Every American citizen needs a valid passport, but not an entry visa, for travel to Germany. Please note that the Fulbright program cannot support dual citizenship holders. If this is the case, please contact the Commission immediately.

**Grant Authorization:** Your copy of the Fulbright grant should be in your travel file. In case of a misunderstanding, it is your proof of having been awarded the Fulbright grant. The "Terms and Conditions of Award" should be on hand for easy reference; they specify the details of your grant.

**Transcripts:** STUDENTS are advised to have with them a copy of their most recent college and graduate transcripts, showing all degrees that they have earned.

**Diplomas:** STUDENTS will need originals (or notarized copies) of high school, college and graduate school diplomas for university matriculation.

### 2. RECOMMENDED/OPTIONAL DOCUMENTS

**Photographs:** You will need a set of half a dozen or more recent passport-size photographs for purposes of registration, issuance of identification documents, travel passes, etc. It may be easier, however, to have them made in Germany.

**International driver's license:** If you stay in Germany for less than one year, your American driver's license is valid for six months, and renewable for an additional six months. However, an international driver's license from the U.S. could be helpful in other European countries (see page 86 for more information).

**Driving record from your American car insurance:** If you plan to purchase a car while in Germany, you should bring along proof of your driving record. Depending on how clean it is, it could make a big difference in the premiums you pay for car insurance (see section IV.C.).

**International certificate of vaccination:** No vaccination or inoculation is necessary for entry into Germany. However, if you are coming to Germany with small children, it is a good idea to bring vaccination records along. For animals check with a German Consulate.

**Customs certificate:** If you have new foreign-made valuables (for example, a PC) with you, request a certificate from the American customs official (or from the General Consulate) stating that these items will be taken out of the country as your personal belongings so that you can bring them back without problems. (see section II.i.)

## B. LANGUAGE AND BACKGROUND STUDIES

### 1. LANGUAGE PREPARATION

**At home:** The importance of language proficiency can not be overemphasized. It is no exaggeration to say that an excellent knowledge of the German language is the key to a successful exchange experience. Although it is true that many Germans speak English more or less fluently, a good knowledge of spoken German is essential for gaining the full benefit of your studies and work at the university as well as for avoiding difficulties in your daily social contacts. If you become dependent on English-speaking Germans and Americans in the area, much of the potential value of your experience will be lost.

Therefore it is strongly recommended that you use the remaining weeks before your arrival in Germany for an intensive study of German. Most Fulbrighters have found no real substitute for speaking with people who use the language in everyday conversation. Still, try language cassettes, enroll in a summer school course in conversation, or at least practice writing German sentences. Most large bookstores also have a small selection of German publications such as *Der Spiegel*, *Die Frankfurter Allgemeine*, and *Stern*, and most German newspapers now have websites ([www.name.de](http://www.name.de)). Reading them will not only improve your understanding of public events, but will also enlarge your vocabulary. A good knowledge of the German terminology in your special field will be very helpful in lectures, seminars and discussions.

**After arrival in Germany:** There are a number of ways in which you can work more intensively on your language skills after arriving in Germany. Three rules of thumb will be helpful in any case: keep association with American friends and other English-speaking people to a minimum (does not apply to your dependents!); establish personal contacts with Germans as quickly as possible (without looking for new dependents!); insist on speaking German even if your hosts would rather improve their knowledge of English.

It is also extremely helpful to read not only research materials, but also daily or weekly news publications in German. You will be surprised at how much you improve your vocabulary, feel for the language, and knowledge through this simple daily task.

There are, however, more organized opportunities for improving your language skills. The first is attendance of a course at a professional language school. These courses can be relatively expensive, but are usually of very high quality. The local *VOLKSHOCHSCHULE* (adult education center) is a community-run institution with low fees and solid quality, though less intensive. It also offers a wide array of other courses including political discussion groups, dance and music, films, parent/children groups, etc. Secondly, some German universities conduct language courses for foreigners during the summer recess. If you are a student and are required to take the language examination (German language test), you will probably want to take advantage of the preparation course most universities offer for this. For more information, ask at the *AKADEMISCHES AUSLANDSAMT* of your host university. Also, check if there are German Clubs or international organizations in your area that offer German conversation groups.

**For Students:** For those who wish to practice a spoken language, a three- to four-week stay with the **Experiment in International Living** is especially recommended. Under this arrangement you would go to your future university town (or nearby) prior to the beginning of the semester and live with a carefully chosen family. The advantages are obvious: you will be a member of a German-speaking family, you will be introduced to other Germans and to the community as a whole, and you may have some help looking for a room. This program is usually available only to single students.

**Family members:** If you intend to bring family members with you, they should make every effort to get a start in the German language before they arrive in Germany, since they will be particularly tempted to rely on conversing in English with you. Thereby they will limit their own and your opportunity to practice the language. Spouses should learn as much German as possible prior to arrival and, at the very least, should know the names of foods, weights and measures. If you wish to enroll your children in German schools, an early start in German is a must, for

instruction will be exclusively in German. Therefore, before you leave for Germany, it would be advisable to practice a little German with your children—even a slight introduction will be helpful to them.

**If you have no German at all:** don't panic! For those researchers who came for a short period, let us console you if your German isn't up to par—you will survive!

## 2. BACKGROUND STUDIES

A basic knowledge of German history is also helpful when dealing with Germans. Naturally, a purpose of your exchange year is to acquaint yourself with Germany and with the German people, customs and history. On the other hand, your understanding will be much quicker and more penetrating if you have an idea of German life and culture before arriving. A glance at a good summary of German history (covering the last 2000 years), literature, geography and economy will be a major advantage to you.

Every effort you invest before your trip to Germany will be twice as valuable. We realize that it may seem strange to practice German in the U.S., especially when you are occupied with wrapping up the school year, but we hope that you will take language preparation as seriously as your application for the grant.

## C. PACKING

### 1. GENERAL

Final reports from previous years show that most people bring too much luggage. Think twice before you bring your entire household along! Remember that you have to carry it all! It must be emphasized that **baggage and belongings are the responsibility of each individual**. Therefore, it would also be a good investment to insure your luggage.

There are certain, though generous, restrictions with regard to the amount of baggage you are allowed to bring with you on the flight without extra charge. Belongings which you can not carry with you will have to be sent by mail or (air) freight. Since most of you will not yet have an address in Germany before leaving the United States, it might be advisable to have a friend or member of the family mail your parcels to you as soon as you are able to give them this information.



## 2. CLOTHING AND PERSONAL BELONGINGS

It is impossible to state in detail what you should bring with you to Germany, since the answer to this question depends largely on your personal needs, where you come from in the United States, and where you will be living in Germany. One experience seems to have been common in the past: Most grantees discovered that they had brought too much clothing. The essential items to remember are warm clothing (including a good, warm coat), a raincoat, and comfortable, sturdy walking shoes. Even though you may be leaving the United States in the warmest, sunniest weather, it would be wise to pack a few warm items of clothing since German summers can be quite cool and rainy. Finally, you might keep in mind that commercial dry cleaning services are expensive in Germany and access to a washing machine may not be immediate.

You may want to ship a blanket, pillow and a few pots and pans to your university so that it is there when you first arrive and need these things for your first night in an empty apartment.

If you take prescription medication regularly, you should also pack a supply of it, as it is prohibited to send medicine through the mail. Bringing a note from your doctor, or at least a photocopy of the original prescription may be a good idea. You may also want to bring certain over-the-counter medications or toiletries with you, such as cold medicine, contact lens solutions and vitamins, as they are significantly more expensive in Germany.

## 3. HOUSEHOLD AND ELECTRICAL EQUIPMENT

A warning about electrical equipment: It is virtually impossible to use American appliances in Germany unless these are specifically labeled as international (i.e. convertible or dual voltage) appliances. German appliances operate on a 50-cycle alternating current at 235 volts. Thus, using any American appliances like a hair-dryer, curling iron, electric razor, etc., will require the purchase of a transformer, which can be quite expensive. Since American appliance plugs do not fit European outlets, you will also need an adapter, called a "*ZWISCHENSTECKER*." Even if you rent a furnished place in Germany, it may not include many household helpers like a coffee machine, a mixer, a hair dryer, etc., so you might consider purchasing these things second-hand in Germany rather than bringing them with you. You may want to pack a few essentials—a spoon, fork, knife, plastic cup—in case you arrive in your apartment and have to spend the first night there without access to utensils.

## 4. BOOKS

Fulbrighters who have had to bring many books with them (for dissertation research, etc.) recommend sending books in M-bags, available from the U.S. Post Office. For surface, they'll cost about \$.90/lb and take five to eight weeks, and for air mail, they'll cost about \$2.50/lb and take two to three weeks. Hint: Pack the books very tightly and wrap plastic around them, so that they can withstand water and rough handling.

## D. ARRIVAL

Avoid arriving in Germany on a Saturday or Sunday, unless you have a hotel reservation, as no shops or offices are open to serve or help you. Even if someone from the university has agreed to meet you, mix-ups can occur. You should plan to arrive at your university on a work day, not a holiday. It is always better to plan to spend your first night in a hotel near the university.

## II. EVERYDAY LIFE IN GERMANY

### A. RESIDENCE REGISTRATION FORMALITIES

One of the most often heard stereotypes about Germans is that of their penchant for red tape. We will live up to this reputation temporarily by starting off with matters of stern bureaucracy, especially because they will demand your attention during the first few days after your arrival.

All foreign residents, including Fulbright scholars and their family members, are required by law to notify the authorities—the *EINWOHNERMELDEAMT*—of their residence (a procedure called *ANMELDUNG*) and to obtain a residence permit (*AUFENTHALTSBEWILLIGUNG*) at the Foreign Registration Office (*AUSLÄNDERAMT*) soon after arrival.

The registration procedures, as well as office names, vary slightly from city to city—and sometimes from bureaucrat to bureaucrat! Therefore, we can provide you with only general information (for more specific information please refer to our more current **Bureaucracy Checklist**, distributed at orientation).

*ANMELDUNG* and *AUFENTHALTSBEWILLIGUNG* apply to your family members as well as to the grantee himself/herself. The family should undergo these procedures together, and you should take all documents listed here, as well as photos of all family members with you to the respective offices. School children may need to present a *SCHULBESCHEINIGUNG* from the school they are attending in order to be issued a residence permit. Married couples should bring their marriage license (*HEIRATSURKUNDE*).

#### 1. REGISTRATION OF RESIDENCE: ANMELDUNG

The *EINWOHNERMELDEAMT* is often, but not necessarily, located in the Rathaus, or town hall (in smaller cities look for the Landratsamt). By checking the phone book for your city, you can find out the address and telephone number. These offices

are often listed under the city administration switchboard; look under "*Stadtverwaltung*" or call Information (tel: 01188).

For a small fee you will receive the necessary form (*EINWOHNERMELDE-BESTÄTIGUNG*) to be filled out (sometimes it also must be signed by your landlord as proof of residence before you submit it) and returned. The forms are also available in many stationery stores. You need to have your passport with you when turning in the form.

#### 2. RESIDENCE PERMIT: AUFENTHALTSBEWILLIGUNG

Again, check the phone book for the address of the *AUSLÄNDERAMT*. You will need to take with you: Your passport, 2 passport-size photos, your grant documentation, the university *ZULASSUNGSBESCHEID* if you are a student, your *EINWOHNERMELDE-BESTÄTIGUNG* and, if you have one, a *GESUNDHEITSZEUGNIS*, a certificate of health (or Fulbright Health Certificate). The American health certificate is recognized by only some *AUSLÄNDERÄMTER*; by most it is not. In the past, a few grantees were also asked for a *FÜHRUNGSZEUGNIS* ("Letter of Good Conduct") which may be obtained with the assistance of an American Consulate in Germany. If you are asked for one, contact the Fulbright Commission to try to get the requirement waived.

##### Health Certificate (*GESUNDHEITSZEUGNIS*)

If your own American health certificate is not accepted, you will at this point be sent to the *GESUNDHEITSAMT* (Board of Health) for a physical examination. You may also choose to go to a private physician or a university clinic; the latter might be less expensive. A physical at the *GESUNDHEITSAMT*, including X-ray, urine test and blood test may cost as much as 100 Euro per person. If you do not want an X-ray, you may usually have a TB skin test done instead.

Please be aware that in some states an AIDS test is now required for all non-EC members when applying for a residence permit. This is a blood test that can cost up to 100 Euro. None of these costs are covered by your Fulbright-related health insurance. (If you have undergone a physical examination, the certificate of health will generally be forwarded directly to the *AUSLÄNDERAMT*, and you will have to return there to pick up your temporary residence permit.)

##### Temporary Residence Permit (*VORLÄUFIGE AUFENTHALTSBEWILLIGUNG*)

At this point you will probably receive a temporary residence permit for a period of two to three months.

## Residence Permit

In most cases a notice will be sent to you toward the end of the two- or three- month period, asking you to return to the *AUSLÄNDERAMT* to pick up your one-year *AUFENTHALTSBEWILLIGUNG*. Sometimes a fee may be charged. By showing your Fulbright I.D., however, you increase your chances of being exempt from this fee, as you are considered a guest of the German government. If you are still expected to pay a fee, however, there's nothing you can do (except pay). At long last, you have progressed from the status of tourist to that of an established—if exhausted—legal alien.

## 3. WORK PERMIT

An *ARBEITSERLAUBNIS* is usually not required to pursue your Fulbright project. However, if you are offered a separate position outside of the educational system, you will need a work permit (and the Commission's approval). American grantees teaching at German schools will automatically receive a waiver for the work permit either from PAD or the Fulbright Commission.

## B. HOUSING IN GERMANY

The housing situation in Germany ranges from nearly impossible to a piece of cake, depending on the city. In some cities, increasing numbers of immigrants, largely from Eastern European countries—as well as the increase in mobility of Germans themselves since the opening of the German-German border—have added new dimensions to an already serious housing problem. Some students, German and foreign, are currently faced with extreme difficulties in finding suitable and affordable housing. Please be aware that quality and cost of housing facilities vary greatly among different German cities. Some signs of improvement are also visible, however. The withdrawal of foreign military forces, the reduction of German forces, and the implementation of federal and state support programs have led to a better housing market in several places, especially for students.

We regret that the Commission is not in a position to assume concrete responsibility in the matter of securing living quarters. However, we will try to give you some helpful advice on how to go about looking for housing. Tip one: *THIS IS A PROBLEM THAT YOU SHOULD ADDRESS EVEN BEFORE YOUR ARRIVAL IN GERMANY.*

**For all students:** Although a private apartment may be most appealing to you, we urge you nevertheless to apply for a room in a student dormitory (*STUDENTENWOHNHEIM*). For most single students in Germany, a dormitory is the most convenient, economical and advantageous place to live. If you do choose to live in a private apartment, you will have to be prepared to not only pay higher rent, but also to acquire at least a minimum amount of household items.

**For senior grantees:** As many professors will have been invited by German universities and other institutions of higher learning, they can usually count on special efforts on the part of these institutions in the search for housing. In some cases, the staff at the *Akademisches Auslandsamt* or the institute with which you will be affiliated will try their best to find you a place to live. Usually, hosts will be helpful but whether or not they are successful is another matter. Currently, monthly rent for a four-person furnished apartment may be as high as 1000 Euro with no real maximum limit. Ask if there is a *GÄSTEHAUS* at your university, which are usually reserved for guest or commuting professors. These are often new and very reasonable—but only of interest for singles or married couples without children, as they are usually too small for families.

**For high school exchange teachers:** In many cases it will be possible for you to trade housing facilities with your exchange partner. In this case, we strongly advise you to **discuss the expectations of both families and concur on a carefully explained, detailed agreement in order to avoid any misunderstandings at a later date.**

**For all families with children:** If you plan to bring children with you to Germany, and have not yet arranged for housing, we strongly urge one family member to arrive early in order to look for a suitable apartment. The rest of the family can come a couple of weeks later when housing has been secured. We must warn you that housing and maintenance for families with children can be very expensive and may require the provision of considerable personal funds in addition to regular grant benefits. Try to adjust your lifestyle to the possibilities in Germany, rather than to recreate your U.S. living standards; this alone may save major expenses.

There are, of course, a number of ways to go about looking for a room or apartment. Before you begin walking from door to door through town, let us give you a few tips on where to start and encourage you toward the success your fellow Fulbrighters have had in the past. One important tip: **it pays to be assertive.**

## 1. STUDENT DORMITORIES (*Wohnheime*)

Living in a *STUDENTENWOHNHEIM* gives you the chance to come into direct and close contact with German and other foreign students. This is a very important aspect, since German students tend to live and study independently rather than with *KOMMILITONEN* (fellow students) and often seem to vanish between seminars. Living in a dormitory may be the best way to make contact with Germans.

The percentage of students living in dormitories in western Germany is fairly low: Only 10.7% of all students are able to secure a room in a dorm. In eastern Germany the number is significantly higher at 39.3%. Some dormitories are *INTERNATIONALE STUDENTENWOHNHEIME*, usually occupied by an equal number of German and foreign students. Others have been constructed chiefly to provide needy students with inexpensive housing and therefore do not accept recipients of Fulbright or similar awards. However, many grantees succeed in obtaining a dorm room each year.

Students applying for a *WOHNHEIMPLATZ* may have to sign a contract for twelve (or at least six) months' rent. If you decide not to live in a dorm for the full period of your contract, i.e. during summer vacation, you may not be released from rent payments unless you sublet the room. Thus it is important to clarify conditions before signing a contract, and then stick to it.

The outcome of the application for admittance depends largely on your prompt action. Once you have accepted the grant and know which university you are going to attend, you should request a list of *STUDENTENWOHNHEIME* and of possible other housing opportunities from the *AKADEMISCHES AUSLANDSAMT* of your university and fill out an application. It should contain an indication of your Fulbright status, when you intend to move in and how long you will stay, age and gender, the preference for a single or a double room, preferably in German.

In order to secure a spot in the *Wohnheim* you should send applications to the individual *Wohnheime* you select, if privately run, or to the *STUDENTENWERK* (dorm administration) if a university dorm. In addition, you should send one set of application papers to the Akademisches Auslandsamt of the university you are assigned to, since the latter will often be in charge of a *Wohnheim* in some capacity or will act as a liaison office. Let us repeat that you should apply for a room as early as possible!

Where there are special conditions for Fulbright program students, the Commission will inform you separately.

## 2. PRIVATE ROOMS

For finding a private room after your arrival, the best source of information is the local (Saturday) newspaper with the largest circulation. There are often also special classified ad papers. At the end of this section you will find examples of ads for rooms, apartments, and homes.

Since it is an owners' market (higher demand than supply) you may wish to place a classified advertisement in your local newspaper stating that you are searching for housing. This allows the *VERMIETER* to pick possible tenants according to the attractiveness of the search ad. Not surprisingly, several Fulbrighters have been successful doing this. Below is a short text you may use as a sample for developing your own ad. Keep in mind that regular newspapers charge per word for classified ads; some special papers offer this service for free.

*"Amerikanische Studentin/Stipendiatin sucht möbliertes Zimmer für den Zeitraum Oktober - August, Tel:..."*

## 3. SHARED APARTMENTS (*Wohngemeinschaften* or *WGs*)

Another popular option among teaching assistants and student grantees is the *WG*. *WGs* are apartments with generally 2 - 5 students who share living costs. Students who are looking for roommates or *WOHNGEMEINSCHAFT* (shared housing) partners, or those looking for subleasees or student renters often post this on bulletin boards in the *MENSAS*, at the *STUDENTENWERK*, at *ASTA* (the Allgemeiner Studentenausschuß) or in foyers of any university buildings. Study these boards carefully; they're often plastered with offers of all kinds. In towns without universities, look in the local newspaper under *Wohngemeinschaft*. Living in a *WG* is advantageous for social as well as financial reasons: costs (utilities, rent, etc) are split with your roommates, who are generally students, and who generally will provide you with a base of acquaintances in town.

## 4. OTHER HOUSING

Most cities have a *MITWOHNZENTRALE* (share-a-flat agencies) that may be of assistance to you. People who have rooms to rent out or who will be away from their apartments for a particular period of time often register with the *Mitwohnzentrale*, which then tries to find a subleasee. Check the local phone book and beware of high fees!

## 5. RENTAL AGREEMENT

As in the U.S., you should always be careful about reading and signing a rental agreement (*MIETVERTRAG*). Usually the relationship between students and their landlords is very satisfactory and one of mutual trust and respect. Sometimes, however, this is not the case, and everyone should make arrangements in such a way that he/she is not unduly dependent on the landlord's good will. We recommend that you sign a housing contract and that you inquire which utilities are not included in the rent and approximately how much they amount to per month. Other considerations should include:

- What is included in the quoted price: heat, water, and electricity, use of bathroom and kitchen, refrigerator, hot bath/shower?
- What additional charges are made for any of the above items if they are not included? Must you pay a deposit (*KAUTION*)? If so, when and how will you get it back?
- What regulations are there about visitors?
- If kitchen and bath are shared, what restrictions are there about time and use of facilities?
- For music students: During what hours can you practice?

Any rental contract (including those for a limited period of time) requires a certain period of notice (*KÜNDIGUNGSFRIST*) before you or the owner may terminate the lease. Be sure to ask about this and check the information in your *MIETVERTRAG* to avoid unnecessary rental payments.

## 6. FURNISHINGS

As mentioned under point *II. M*, the quarterly pick up of bulk trash (*SPERRMÜLL*) is often a good way to find furnishings; just before classes start in October, excellent chairs, tables, carpets, etc., are set out on the street to be hauled off. Most of the hauling off gets done beforehand by locals looking for a deal. Some Fulbrighters have been known to furnish whole apartments with *Sperrmüll*.

## Sample Housing Ad Terminology

<b>2 Zi. Whg (2 Zimmer Wohnung)</b>	2 room apartment	<b>maklerfrei</b>	not administered by realtor
<b>-2 ZKDB (Zimmer, Küche, Diele, Bad)</b>	2 rooms, kitchen, hall, bathroom	<b>mit Kochgelegenheit</b>	hotplate or similar available
<b>Abstand</b>	costs for furniture, etc.	<b>möbliert</b>	furnished
<b>AB (Altbau) (renoviert)</b>	old bldg. (renovated)	<b>nach Vereinbarung</b>	to be agreed upon
<b>Anfragen an Gen.-Anz. Bonn unter AZ 2030</b>	ad to be answered through newspaper ad number	<b>Nachmieter gesucht (Nachm. ges.)</b>	party being sought to take over lease
<b>Ausst.(Ausstattung)</b>	interior, furnishings	<b>NK (Nebenkosten)</b>	utility costs
<b>Dach(geschoß)wohnung</b>	attic apartment	<b>NB (Neubau)</b>	relatively new bldg.
<b>Diele</b>	foyer, entry hall	<b>OG (Obergeschoß)</b>	upper floor
<b>Durchgangszimmer</b>	rooms not separated	<b>OH (Ofenheizung)</b>	coal heating
<b>Duschgelegenheit</b>	shower facilities	<b>privat zu vermieten / von privat</b>	rented through owner, not realtor
<b>Duschmitbenutzung</b>	shower to be shared with others	<b>Provision</b>	commission
<b>EBK (Einbauküche)</b>	includes built-in kitchen furnishings	<b>provisionsfrei</b>	no commission
<b>engerichtet</b>	furnished	<b>Studentenverein/ Studentenverbindung</b>	student organization, fraternity
<b>EG (Erdgeschoß)</b>	ground floor	<b>teilmöbliert (auf Wunsch)</b>	partially furnished (on request)
<b>Etagendusche</b>	hall shower to be shared with others	<b>übernahme neuwertiger Einrichtung erwünscht</b>	parties willing to buy apt's present furnishings preferred

(continued on next page)

<b>Fußbodenheizung</b>	floor heating	<b>vollmöbliert</b>	completely furnished
<b>gepflegt (gepfl.)</b>	well-kept	<b>warm/Warmmiete</b>	rent includes heating costs
<b>großzügig</b>	here: spacious	<b>WBS erforderlich</b>	Only for “welfare” recipients
<b>HG (Hausgemeinschaft)</b>	several sharing house and rent	<b>WF (Wohnfläche)</b>	living space
<b>inkl. Heizung</b>	rent includes heating costs	<b>WG (Wohngemeinschaft)</b>	several sharing an apartment and rent
<b>kalt/Kaltniete</b>	rent without heating costs	<b>ZH (Zentralheizung)</b>	central heating
<b>Kaution</b>	deposit	<b>zzgl. (zuzüglich) Heizung u. Nebenkosten</b>	plus heating and utilities
<b>Kochnische</b>	kitchenette		

## C. INSURANCE (*VERSICHERUNG*)

- Health insurance (*KRANKENVERSICHERUNG*) is normally provided with your Fulbright grant or through your maintenance grant sponsor.
- You should seriously consider liability insurance (*PRIVATE HAFTPFLICHTVERSICHERUNG*, or *FAMILIENHAFTPFLICHTVERSICHERUNG*), as it will protect you, and your family, against any damage which you may have caused. This can be bought in Germany at reasonable prices (approx. 50 Euro per year). The Commission will inform you about special offers.
- Personal Property Insurance (*HAUSRATSVERSICHERUNG*) would protect your personal property against certain risks like fire and theft.
- Car insurance is explained in detail under "Car-Related Matters."

Other types of insurance exist and may be necessary in individual cases.

## D. TELEPHONE AND POSTAL SERVICES (*DEUTSCHE TELEKOM, POSTBANK, BRIEFPOST*)

A recent market competition has led to the formation of new private-sector companies, for example: *DEUTSCHE POST*, the traditional services for mail and packages of any kind, identifiable by the bright yellow signs; *DEUTSCHE TELEKOM* for all

telephone communication including public phones; and the *POSTBANK* for standard banking services.

### 1. THE TELEPHONE (*TELEFON*)

NOTE: The telephone rates change daily but are below American rate levels. For more detailed information on the current rates, check [www.telekom.de](http://www.telekom.de) for Telekom rates and search under “telefontarife” for current websites (there are several) listing private rates.

#### Phone rates (*DEUTSCHE TELEKOM SYSTEM*)

The charge for all phone calls through Telekom is calculated based on the number of time units (*EINHEITEN*) used to make the call. These *Einheiten* are used up at varying speeds, depending on the distance and the time of day. As a result, the cost per minute can range from 2 cents for local calls, to 10 cents or more for international.

Higher and lower telephone rates for within Germany are now divided into different periods of day; generally, whatever the distance, it is cheaper to call outside of business hours and cheapest very late at night. For more detailed rate information, please check the internet.

#### Long-distance calls (*FERNGESPRÄCHE*)

When calling any number within Germany outside your own area code (*VORWAHL*), simply dial the area code (always starts with "0") and the desired number.

When calling beyond Germany, first dial the country code (*INTERNATIONALE VORWAHL*—always starts with "00"), then the area code and the number.

It is relatively inexpensive to self-dial from one European country to another. If you call anywhere from a hotel switchboard, however, it costs about 2-4 times more than dialing direct from a pay telephone or from a private phone.

#### Calling the United States

Thanks to private providers, calling the United States has become extremely reasonable in the past few years. Like in the United States, private providers can be used by dialing an extra code before the area code and number. At the time of publication, rates to call the United States were as low as 4 cents per minute. Private providers do not generally charge monthly fees. For information about the best current rates, ask Fulbright staff or search the web for “*telefontarife*”.

The country code for the U.S. is 001.

### Calling cards for international calls

There are other possibilities for international calls using offers from various American phone companies. AT&T, MCI and Sprint all offer calling cards which allow you to call the U.S. at discount rates and charge it to the AT&T card, payable through most major credit cards (in dollars if it is a card from home, in dollars translated to Euro if you get the calling card in Germany). For more information about these calling cards, contact your service provider in the United States.

### Calling collect

Call the AUSLANDSFERNAMT at and ask to place a RÜCKGESPRÄCH or R-GESPRÄCH (return call), giving your name and number. The return call will usually come through to you in a few minutes unless it is peak time for phoning. All charges are paid by the stateside party at stateside rates—an interesting option when you are broke. Collect calls can only be made from private phones.

### Calling Germany from abroad

The country code for Germany is 49. When you call to Germany from another country:

- 1) dial into the international system (from the U.S., 011; from elsewhere in Europe, 00)
- 2) dial 49
- 3) dial the area code in Germany without the "0" in front (for Berlin, dial 30 and not 030, which is only used when calling long distance within Germany) and
- 4) the party's number.

**Example:** If you want to call the Fulbright Commission in Germany from the U.S., dial:

**011-49-30-2844430.**

### Pay telephones and calling card phones

The basic charge for a pay phone call (within the same city) is .20 cents for one *EINHEIT* or time unit (90 seconds). From most pay phones you can dial direct anywhere, including abroad. Many pay phones can also be called; the number is posted under a bell symbol.

**TELEPHONE CARDS:** The majority of pay phones now accept only calling cards (*TELEFONKARTEN*) issued by TELEKOM or other stores. You can buy cards in different values (approx. 5-50 Euro). The system is simple: When you insert the card the display will show the amount remaining on the card; then you can dial. Some card phones accept international credit or phone cards, too.

### Getting a private phone (PRIVATANSCHLUß)

A private (home) phone can be ordered from TELEKOM, or, in a few select cities, from other providers. The installation can take up to 4-6 weeks and costs a flat fee of 50 Euro if you need a telephone outlet installed, and less if you take over an already existing outlet. The fixed monthly charge is about 14 Euro using a standard telephone. Special phone designs cost more. You may also order just the connection (*ANSCHLUß*) from TELEKOM and purchase your own telephone. TELEKOM will provide you with more information. ([www.telekom.de](http://www.telekom.de))

### The telephone bill (*TELEFONRECHNUNG*)

Paying the telephone bill promptly is important in order to avoid having your phone disconnected. The bill can be paid at TELEKOM or transferred from your bank account. If you would like your telephone to have a visible reading of the meter, you need to ask for a phone with a *ZÄHLER* or *GEBÜHRENANZEIGE* along with the basic outlet.

The itemized phone bill has also finally been introduced in Germany; but **you must request it at TELEKOM** (ask for *Einzelverbindungsachweis*). Otherwise your telephone bill will not be itemized, and you should be careful with regard to overseas calls or calls made from your phone by other persons.

## 2. POSTAL SERVICE

### Mailing letters, cards and packages

The cost of a letter weighing up to 20 grams within Germany is currently 56 cents. A postcard is slightly less. These prices apply for letters and cards to most European countries as well. An airmail (*LUFTPOST*) letter to the U.S. costs 1.53 Euro for up to 20 grams. These usually take approximately one week to arrive at their destination. An express (*EILZUSTELLUNG*) letter may not be much faster but costs more than twice as much. Sending packages of any size, especially to the United States is, by American standards, extremely expensive.

Many post offices have vending machines for stamps outside their doors and mail drop boxes nearby. Mail is picked up frequently from these boxes. Stamp books are available which contain stamps of various denominations.

### Express services

Express services for international mail are available from many private companies such as Federal Express, DHL, UPS, etc. Not all of them serve private customers. Since this is a truly American invention, we will spare you our explanations.

### German Zip Codes (*POSTLEITZAHLEN*)

As in the U.S., it is very important to include the zip code on anything you are sending. It should be written in large, clear print in front of the name of the city: "80637 München." A Postleitzahlenbuch (zip code directory) is available at the post office or on the Deutsche Post website: [www.deutschepost.de](http://www.deutschepost.de).

### Money Transactions through the Post Office Bank (*POSTBANK*)

Most post offices also include full-fledged banking services and will cash Euroschecks and American Express Traveler's Checks, and some post banks will also change currency. See the following section for further details on banking.

## POSTAL PARLANCE

<b>Absender</b>	sender (return address)
<b>Auskunft</b>	information
<b>Ausland</b>	countries other than Germany
<b>Brief</b>	letter
<b>Briefmarke</b>	stamp
<b>Briefträger/-in</b>	mail man/woman
<b>per Eilboten</b>	special delivery (express)
<b>per Einschreiben</b>	by registered mail
<b>Empfänger</b>	recipient
<b>Ferngespräch</b>	long distance call
<b>Fernsprecher</b>	telephone
<b>Gebühr</b>	fee
<b>Inland</b>	within Germany
<b>Luftpost</b>	airmail
<b>Päckchen</b>	small package
<b>Paket</b>	normal package
<b>Postamt</b>	post office
<b>Postfach</b>	post office box
<b>Postanweisung</b>	a kind of money order
<b>Postleitzahl</b>	zip code number
<b>Zahlkarte</b>	a kind of money order

## 3. RADIO AND TELEVISION

The state has a monopoly on the airwaves. There are many public stations and an increasing number of private—mostly local—stations. For this reason, everyone who owns a radio or a television set in Germany is obligated to register it with the *GEBÜHRENEINZUGSZENTRALE* (GEZ) in Köln. Connected with the registration is a monthly fee (approximately 17 Euro) for the use of the air waves. Fulbrighters are also legally required to pay unless their landlord continues payments. Registration and payment forms are available at your local bank.

## E. MONEY AND BANKING

### 1. CURRENCY AND DENOMINATIONS

The German currency was the Deutsche Mark (DM) until January 2001, when the European Union-wide currency, the Euro, became official. Like the dollar, the Euro is comprised of 100 cents. Coins are issued in 1, 2, 5, 10, 20 and 50 cent- as well as 1 and 2 Euro pieces. Bills include 5, 10, 20, 50, 100, 200 and 500 Euros. At the time of publication, the Euro roughly corresponded to the dollar.

### 2. BANK SERVICES

All German banks, whether in private or public ownership, are under state supervision. These *BANKEN* and *SPARKASSEN* engage in all manner of financial transactions. Here we will discuss only the services that most Fulbrighters make use of while in Germany.

#### Girokonto

A *GIROKONTO* is the German equivalent of what Americans know as a checking account. This is set up in one particular bank by you and all transactions are cleared here, even if you do your banking at a different branch of the bank. Money may be deposited or transferred into or withdrawn or transferred out of this account in order to receive payment, pay bills, etc. There are several possibilities for such transactions:

**ÜBERWEISUNG:** This is the act of transferring money from your own account to another. You will need to fill out an *ÜBERWEISUNGSFORMULAR*. *Überweisung* is the most common way to transfer funds in Germany



**DAUERAUFTRAG:** Like direct deposit or a "standing order," this allows a fixed amount of money to be drawn out of your account at regular intervals in order to pay non-varying bills, such as monthly rent.

**LASTSCHRIFT** (*debit procedure*): Here you give the payee the right (*ERMÄCHTIGUNG*) to draw a variable amount from your account regularly or only once. Rent, health insurance and telephone bills are often paid by this method. Of course, you have the right to stop this process or file an objection within six months if you believe an unwarranted amount has been taken from your account.

Americans are sometimes wary of this form of payment as it seems, for someone unfamiliar with the system, that the payee has the right to draw an unlimited amount of money from your account. This is not the case. *LASTSCHRIFT* is an established, legitimate and very convenient way to pay bills. Most student dormitory organizations require payment by this method.

Germans pay most of their bills using one of these three methods. It is not common—in fact also not accepted—to pay bills by writing a check and sending it through the mail to the payee, as Americans do. Still, there is a check system in Europe, which can be utilized by the writing of a:

**EUROSCHECK:** After your Girokonto has been established at a bank, and they see that you have a steady income, you may be offered (or you may request) an *EUROSCHECKKARTE* and *EUROSCHECKS*. With the combined use of these two things you may write checks.

Checks are, in general, used less and less and are being phased out. *ELECTRONIC CASH*, similar to the American debit card, has become much more common. You need an *EC-Karte* with a PIN (personal identification number) to pay bills non-cash but instantly from your account. *EC-KARTEN* need to be specifically requested upon opening an account.

More common, and automatically issued with a new account, is the *SERVICEKARTE* (or, in Neu-deutsch, Service Card). The *SERVICEKARTE* gives you access to your bank's *BARGELDAUTOMATEN* and your bank statements (*KONTO-AUSZÜGE*) at the *KONTOAUSZUGSDRUCKER*. Bank statements are not mailed out.

**NOTE:** Many banks will, after you have become an established customer, automatically grant you a *DISPOSITIONSKREDIT* or *ÜBERZIEHUNGSKREDIT* (credit line). This means that you are allowed to overdraw your account up to a limit set by the bank (sometimes several thousand marks) without penalty. You should be

careful of this luxury, however, since this is a kind of automatic loan service and interest rates are quite high!

### **Sparkonto**

Savings accounts in Germany usually do not pay the rate of interest you may be used to in the U.S. The 2-3% annual interest rate is justified by the claim that the inflation rate in Germany is quite low. If you open a *SPARKONTO*, you will receive a *SPARBUCH* in which all deposits and withdrawals are recorded. You need to have this book with you in order to deposit or withdraw money from your Sparkonto. A Girokonto usually does not pay any interest unless you have several thousand Euros in it.

## **3. CREDIT CARDS**

Many stores and facilities (especially in tourist areas) will accept EUROCARD (the European Mastercard), VISA, MASTERCARD, AMERICAN EXPRESS, DINERS CLUB, etc. However, the credit card system is not nearly as widespread and accepted as in the US. Most food stores will not accept any card payment except the EC Karte. Most restaurants accept only cash (except in tourist areas).

## **4. TRANSFERRING MONEY FROM THE U.S.**

There are several ways to transfer money from an account in the U.S. to your German bank account (*GIROKONTO*). One of the simplest and least expensive methods is using an ATM card from a bank affiliated with the PLUS or CIRRUS systems (most are). If dollars are deposited into your American bank account by a party in the U.S., DM may be withdrawn from one of these German *GELDAUTOMATEN* within two or three days and without the exorbitant fees that banks will charge for foreign checks. It will usually give you an account statement as well.

Many Fulbrighters also recommend American Express Gift Checks in order to send money from the U.S. to Germany. The use of bank checks (cashier's checks) has unfortunately become a more expensive and time-consuming method. There are always fees involved in such transfers, and you will find it more economical to transfer large sums of money a few times than to transfer smaller sums more frequently. Do ask for the fee (*GEBÜHREN*) structure before taking any action.

American personal checks are not accepted in German stores. Your bank may accept one, but it will take several weeks to clear, and will involve relatively high fees.

## F. TRANSPORTATION

### 1. PUBLIC TRANSPORTATION (*ÖFFENTLICHE VERKEHRSMITTEL*)

Most cities in Germany offer fairly extensive public transportation systems. Efficient and inexpensive forms of transportation include buses, streetcars (trams) and subways (*Busse*, *Straßenbahn*, *U-Bahn*). A local, current *FAHRPLAN* will provide you with a schedule for all public transportation in your city. They are usually available at *KIOSKS* (newsstands) and at the main train/bus/tram/subway stations.

#### **Tickets (*FAHRSCHEINE*):**

You may purchase a single ticket (*EINZELFAHRSCHEIN* or *EINZELFAHRKARTE*), but it is more economical to buy the strip tickets (*STREIFENKARTE* or *MEHRFAHRTEN-KARTE*), (available in select cities) which are sold at ticket booths (at main stations or newspaper stands) and in vending machines at main stops. Regular commuters will fare best with *WOCHENKARTEN* or *MONATS-KARTEN*, or other reduced-rate tickets: *24-STUNDEN-KARTE*, *TAGESNETZ-KARTE*, *UMWELTKARTEN*, etc. Some of these passes can be used as a group ticket or can be transferred to other people.

The fare for riding the bus varies, depending on the city, how far you are going to travel and how old you are. Small children (the age varies) may usually ride for nothing when accompanied by an adult, children under 12 or 14 for about half-price (*KINDERTARIF*), and everyone else for the adult (*ERWACHSENE*) price. There are also reduced rates for students with school or university identification cards. Dogs and bicycles cost *Kindertarif*. School children may even get free passes from the school if they need to use public transportation.

**Your ticket is not valid until validated** (single tickets from vending machines are often already validated for you). You do this by time-stamping it at the small box (*ENTWERTER*) located either on the platform (for subways, commuter trains, etc) or in the vehicle (bus). German public transportation is run on the honor system; however, plain clothes inspectors make periodic spot checks and if you are caught without a valid ticket, you will be fined 30 Euro or more and then tarred and feathered.

**Semester Tickets:** Students often receive a public transportation pass free upon matriculation.

## 2. BICYCLES

Due to the density of residential and commercial areas, bicycling is an efficient and practical form of transportation in Germany. Bike paths are also extensive; maps of bicycle routes are available at bookstores.

Many former grantees have reported that used bicycles are reasonable in Germany. Therefore, it's probably not worth bringing your bicycle from home unless you can't stand life without it. You can buy used bicycles that have been fixed up at some bike stores.

## G. TRAVEL INFORMATION

### 1. TRAVEL BY TRAIN IN GERMANY

The largest transportation enterprise in Germany is the German Railway (*DEUTSCHE BAHN*). The trains deserve their good reputation; they are fast, punctual, clean and comfortable, with a close and frequent network of train connections.

#### **Getting Informed—Schedules/Departures**

Various books or CD-ROMs with train schedules, e.g. "*STÄDTEVERBINDUNGEN*" (city connections) can be bought at the stations or at travel agencies. The stations also offer information desks for travel and train schedule inquiries.

A yellow *ABFAHRT* (departure) chart at the *BAHNHOF* (train station) tells you from which track (*GLEIS*) your train leaves and when. The white *ANKUNFT* (arrival) chart tells you the same about arriving trains.

The Deutsche Bahn has also developed a very helpful and easy to use website, where you can not only look up schedules, but also purchase tickets: [www.db.de](http://www.db.de).

#### **Purchasing Tickets (*FAHRKARTEN* or *FAHRAUSWEISE*)**

The price depends on the distance, the class of seat, the speed of the train, the duration of the trip, and the number in the party to travel, in addition to the weather (please see the joke!). The system, with all its special offers, could hardly be more complicated and fully lives up to German thoroughness; yet people still like the convenience of train travel.

In general, you will travel on modern IC/ICE/EC trains (Inter-City/Inter-City-Express/ Euro-City) which connect all major cities on an hourly basis. Of course, you may reserve a seat in advance.

For a complete list of the special offers from the Deutsche Bahn, refer to current brochures or the above-mentioned website. These offers include reduced prices for school children, those who take the train frequently, for groups traveling together, for travel over the weekend, etc. The most comprehensive special offer is the *BAHNCARD*. It is valid for one year and entitles its holder to a 50% discount on all normal fares within Germany. There are a first-class *BAHNCARD* (about 220 Euro) and a second-class *BAHNCARD* (about 110 Euro). Both cards are half-priced for matriculated students under 27 (or young people under 23). There are additional offers for families and for travel in/to other European countries. Offers may significantly change in the future, however, because the system will be undergoing yet another reform.

## 2. MITFAHRZENTRALE

Another, often cheaper possibility for getting around Germany and Europe is to look for a ride (or someone to ride with you, if you have a car) through the *MITFAHRZENTRALE*. This is a central office that serves to make contact between people who are driving to a certain destination and people who are looking for rides to the same destination. As a passenger customer, you pay a set price for the trip which covers the cost of gasoline and the fee for the *MITFAHRZENTRALE*. Check the local phone book for a *MITFAHRZENTRALE* near you.

There is often a *MITFAHRBRETT* in the main cafeteria (*MENSA*) of the university which is also quite reliable. You can look for rides (or people who need rides) on the board and save the administrative fee of the *Mitfahrzentrale*.

## H. PLACES TO STAY IN GERMANY

### 1. Youth Hostels—Deutsche Jugendherberge or DJH

Youth hostels (*JUGENDHERBERGE*) are quite wide-spread in Germany—every city has at least one. In fact, Germany boasts a total of over 750 youth hostels, including the oldest youth hostel in the world, located in Altena (Westphalia). Generally, German hostels tend to be well-kept and clean as well as economical.

They are very popular among young people, but offer, in many cases, accommodations for families as well. Guests in the hostel must observe the hostel rules, such as curfew and vacating the premises during certain hours of the day. A youth hostel identification card (*AUSWEIS*) is necessary in order to stay in all Hostelling International hostels. (about 12 Euro up to and including age 26; 15 Euro for age 27 and older; good for one calendar year) For more information on receiving an international youth hostel membership card as well as a list of hostels in Germany, contact:

Deutsches Jugendherbergswerk,  
PF 1455,  
32704 Detmold,  
05231/74010.  
www.djh.de

The *VERKEHRSAMT*, TOURIST OFFICE or INFORMATION of every city can also tell you where the youth hostels in that city are located.

### 2. Hotels and Pensionen

Motels are still the exception in Germany, although some can be found along the Autobahn. As in the U.S., however, hotels are available in Germany at almost all price ranges and with as much or as little luxury as required by the traveler. Rooms in German hotels are paid for according to the number of bed spots offered or by the number of people occupying the room. Rooms set at a certain price and open to anywhere from "one to four people" are not common here. Double rooms can often be turned into rooms for three occupants, but, of course, the third person must pay an extra fee. The price for staying in many hotels in Germany often includes breakfast. Many hotels are connected with a small or larger restaurant, but a "Hotel Garni" is always a hotel which offers only breakfast and no other meals.

Especially popular and recommendable in Germany are the many "bed and breakfast" possibilities. These *ZIMMER/PENSIONEN* are almost always clean and comfortable with the special advantage of a personal and often a family flair. Prices for overnight stays in a *Pension* also usually include breakfast. Of course, *Pensionen* as well as hotels in larger cities are more expensive than in smaller cities. In many small villages, a room in a *Pension* can often be found for between 20 and 30 Euro per person. Again, the *Touristenamt* or *Verkehrsammt* of every city can tell you what hotels or *Pensionen* are available.

## H. MEDICAL INFORMATION

Most Fulbright grantees are provided with a German health insurance plan in accordance with German social security legislation or with the conditions of a private health insurance and are therefore treated as *PRIVATPATIENTEN* respectively. If you, as an exception, are covered only by an American insurance plan, you will also be treated as a *Privatpatient* (i.e. you, and not your health insurance company, will be billed for all charges). Your German health insurance system is explained in your orientation material.

### 1. PHYSICIANS (*ARZT* or *DOKTOR*)

You may check the telephone book yellow pages under *ÄRZTE* in order to find a doctor, but often the best way is to ask colleagues and friends for recommendations. If you have children, it may be a good idea to choose a pediatrician (*KINDERARZT*) who speaks English unless, of course, your German skills are sufficient.

It is always advisable to call first and make an appointment before seeing a German physician. Please note, however, that doctors' and dentists' offices are generally closed Wednesday afternoons and on weekends.

For grantees with German health insurance: German physicians are guided by a General Order of Fees (*GEBÜHRENÄRZTEORDNUNG—GÄO*) in setting up their bills, so that doctors' fees don't vary. These regulations take into consideration the type of services rendered and any inconveniences (night calls, house calls, distance traveled, etc.). In general, fees can be somewhat higher than in the U.S. for similar treatment. The charges for *Privatpatienten* (people with private health insurance) can be 2-4 times higher, therefore check the conditions, especially on maximum reimbursement of your private health insurance.

### 2. HOSPITALS (*KRANKENHÄUSER*)

Patients in Germany are customarily admitted to hospitals by a practicing physician (except in emergencies). Standard hospital charges, which are normally covered by your health insurance, include room and board in a room with two or more other patients and all medically necessary treatment and materials. However, make sure that it is clear which services are mandatory and covered by your health insurance and which are voluntary (*WAHLLLEISTUNGEN*) and must be paid by you. Single room accommodation and treatment by only the head doctor are two examples of services for which you will have to pay extra. This is true for grantees with Victoria coverage.

The visiting hours at many German hospitals are now very accommodating, especially for parents of small children. If you feel you need to stay with your child, ask if this would be possible.

### 3. PHARMACIES (*APOTHEKEN*)

In Germany, all forms of medication, both over the counter and prescription, are available only at pharmacies (*APOTHEKEN*). On the other hand, greeting cards, knick-knacks and cologne, for example, are items you will not find in a German *Apotheke*, which carry only medicine-related products and a few lines of cosmetics. For products such as diapers, cleaning products, toiletries, etc., go to a department store/supermarket or a *DROGERIE*.

In most cases, you will have to pay for medications and have them reimbursed by your insurance company.

*APOTHEKENNOTDIENST*: Aside from normal business hours, one or more pharmacies (depending on the size of the community) will always be on call after store hours as well as on Sundays and holidays. The listing of these pharmacies is available in the local newspapers and in every pharmacy.

### 4. AMBULANCE CASES AND EMERGENCY PHONE NUMBERS (*NOTDIENST*)

In cases of serious injury or illness, where the patient cannot travel by car or requires immediate care in order to save a life:

\* Call the German Fire Department Ambulance (*FEUERWEHR*), tel. 112; give your street address as well as the name of the city district you live in and the condition of the patient. The local police (tel. 110) will also relay your call to the proper authorities.

\* An ambulance with blue lights will arrive, followed by a doctor. They will administer immediate treatment and select the medical facility best suited for the case.

*NOTARZT*—Some cities have a separate emergency doctor's service which you can reach directly by calling the local *Notarzt* number listed in your phone book. Sometimes there are several different numbers listed in the phone book under *Notarzt*, as some cities have special services for children and dental problems (*Kindernotarzt, Zahnärztlicher Notdienst*). In the case of emergency, you can of course take the patient directly to the emergency room.

Telephones are installed on the Autobahn approximately a mile apart for emergency calls; arrows on kilometer markings show the direction of the nearest phone. On highways and local roads, in smaller cities and in the country, the German Red Cross (*ROTES KREUZ*) has also established emergency call systems.

## 5. FIRST AID TREATMENT (*ERSTE HILFE*)

Police and highway patrol personnel are trained and equipped to provide first-aid treatment. Also, all German motorists have taken a mandatory first-aid course—but may not have any experience. All cars registered in Germany must, by law, carry a first aid kit at all times.

## 6. POISONING FIRST-AID CENTERS (*VERGIFTUNGSZENTRALE*)

Centers throughout Germany render advice and assistance for all types of acute poisoning cases. Most are open 24 hours a day. You can find the number of the local *VERGIFTUNGSZENTRALE* in your phone book, at any *Apotheke*, or in the local newspaper, which usually has a summary list of all the emergency numbers you may ever need in your area. If you can't find this in the newspaper, ask at the *RATHAUS* for such a list. Every *GEMEINDE* (community) has special emergency numbers for all possible situations.

## I. ELECTRICAL AND COMPUTER INFORMATION

### 1. ELECTRICAL INFORMATION

Standard voltage in Germany is 235 volts (50 Hertz). As U.S. appliances run on 110 volts, you need a transformer (*TRANSFORMATOR*), or an isolation transformer for use with computers plus a surge protector. Note the distinction between transformers, which are necessary for more sophisticated electrical equipment and are heavy (4-6 lbs.), and converters, the small devices which convert the voltage for smaller appliances like hair dryers, razors, or irons. You will also need an adapter plug that will fit German outlets.

It is advisable to purchase necessary transformers before leaving the U.S., where

they are easier to find. Grantees have recommended the following companies:

**Magellan's Essentials for the Traveler**, Santa Barbara, CA,  
Tel. (1-800) 962-4943, [www.magellans.com](http://www.magellans.com)

**Brookstone**, Tel. USA: 1-877-468-3580, [www.brookstone.com](http://www.brookstone.com)

Appliances with synchronous motors are a special problem because of the difference in cycles between the U.S. and Europe. Electricity is provided on a 60 Hertz (cycles per second) basis in the U.S. and 50 Hertz in Europe. Electric clocks made for 60 Hz are useless at 50 Hz because they run at the wrong speed.

### 2. COMPUTER INFORMATION

#### Bringing a computer with you to Germany

Computer facilities at German institutions are still not as widespread and available for scholars' use as in the U.S. Therefore, you may be interested in bringing your own equipment with you.

A note to Macintosh users: Germany is a PC-oriented country and finding Macintosh accessories—modems, Internet software, etc.—can be difficult and/or expensive. Thus Macintosh users would be well-advised to bring everything they need from the U.S.

If you are sending a computer to Germany for your personal use, special attention is required in order to avoid **customs duties** and to ensure that your computer operates safely in Germany. Because several grantees have experienced problems with customs clearance in Germany recently, especially when they had their own computers sent to them from the United States through commercial shipment companies such as Federal Express, DHL, etc., we have compiled some information in the hopes of smoothing the way for you.

#### Shipping your Computer

Before you order your equipment to be shipped, you should provide your shipping company with the following:

- Proof of your status as a grantee who will be in Germany for a temporary stay only.
- Proof that the computer is owned by you.

- A statement that you have no intention to sell the computer in Germany and that you plan to take it back home to the United States. In this context you should mention that you need the computer for the pursuit of your educational, grant-related project.

- Specific instructions not to clear the computer through German customs (especially not as merchandise!!!) without notifying you first, in order to allow you to pick it up.

Very important is that the computer is not mistakenly declared as merchandise (HANDELSWARE). This can happen if the shipping company ignores or is unaware of the above-mentioned precautions, and may result in large duty payments. You should therefore insist that you be contacted after arrival of the computer in Germany before it is processed through customs. This gives you a chance to make sure that the computer is correctly declared.

Following is a sample text in German that could be useful when dealing with German customs (ZOLLAMT). We suggest that you give a copy of such a text, filled out completely, to the shipping company and keep a copy for yourself.

#### Sample text:

*"Mein Name ist ..., geb. am ... Ich bin Stipendiat(in) der Fulbright-Kommission. Mein Aufenthalt wird aufgrund des deutsch-amerikanischen Regierungsabkommens vom 20.11.1962 i.d.F. vom 11.01.1974 ermöglicht. Die Federführung des Fulbright-Programms liegt beim Bundesminister des Auswärtigen auf deutscher und bei der U.S. Department of State auf amerikanischer Seite. Mein Stipendium ist für das akademische Jahr ... an der Universität/Schule ... im Fachbereich ... .*

*Der Computer der Marke ... sowie die dazu benötigten Zusatzgeräte ... sind mein privates Eigentum, das ich nur für eine vorübergehende Verwendung in der Bundesrepublik im Zusammenhang mit meinem Fulbright-Stipendium nach Deutschland bringe. Am Ende meines Aufenthalts werde ich die oben genannten Geräte wieder mit in die U.S.A. zurücknehmen. Ich beabsichtige keinesfalls, die oben genannten Geräte in Deutschland zu verkaufen. Ich bestätige daher ausdrücklich, daß eine Abfertigung des Computers zum "freien Verkehr" nicht beantragt wird oder erfolgen soll.*

*Ich kann unter folgender Adresse erreicht werden: ... Im Zweifelsfall steht auch die Fulbright-Kommission (Oranienburgerstr. 13-14, 10178 Berlin, tel. 030/284443-0) für Auskünfte zur Verfügung."*

#### In English:

*"My name is ..., born on ... I am a grantee of the Fulbright Commission; my stay is made possible based on the German-American Government Agreement of November 20th, 1962, as amended January 11, 1974. The German supervision of the Fulbright Program lies with the Federal Minister for Foreign Affairs and the American supervision is carried out by the U.S. Department of State. My scholarship is for the academic year ... at the University/school ... in the subject area ... . I confirm that the ...(please state brand) computer as well as the necessary accessories ... are my own property which I am bringing to Germany for temporary use only in connection with my Fulbright grant. At the end of my stay I will take the above-mentioned equipment back to the U.S.A. with me. I have absolutely no intentions of selling the equipment in Germany. Therefore, I can explicitly state that no application is being or will be made to clear the computer for "free commerce." I can be reached at the following address: ... If necessary the Fulbright Commission (Oranienburgerstr. 13-14, 10178 Berlin, tel. 030/284443-0) is also available for assistance."*

#### Internet and E-mail

E-mail at German universities is gaining the popularity and availability it has reached in the U.S. Ask at the RECHENZENTRUM or the Akademisches Auslandsamt of the university for more information and, if desired, an address. In some cases it may be easier to go through a private company like AOL, GMX, or Compuserve to gain access to the Internet.

## J. SHOPPING

### 1. STORE HOURS

Store hours in Germany are still regulated by the "store-closing law," the famous LADENSCHLUßGESETZ. Currently, most stores in Germany open between 8:30 and 9:00 a.m. and close between 7:00 and 8:00 p.m., Monday through Friday. Saturday shopping hours are from 9:00 a.m. to 4:00 p.m. Please take note that stores close on federal and state holidays (FEIERTAGE). Bakeries (BÄCKEREIEN) open at 6:30 or 7:00 a.m. so that you can get the famed, delicious "Brötchen" in time for your breakfast. You will have to adjust your shopping behavior, or depend on 24 hour (expensive) gas station quick-marts or fast food restaurants for your survival. The laws may be changing shortly to benefit shoppers, but the store hours will still be a far cry from the extreme convenience that Americans are used to.

## 2. PARKING

You will find very few shopping malls with ample parking space in Germany. Due to restricted space, parking can be a problem. Underground lots (*TIEFGARAGE*) or parking ramps (*PARKHAUS*) are occasional possibilities around major shopping areas. The idea is to get people to use the public transportation systems, for environmental reasons among others.

## 3. METHOD OF PAYMENT, PRICES AND SALES

### Method of Payment

Cash is still the favored method of payment in Germany, especially in supermarkets. American checks will not be accepted at all, and credit cards are often refused also, depending on the store. Even if the store displays the credit card in the window, you should ask before you decide to purchase something with it. As mentioned before, Electronic Cash is making progress.

### Value-Added Tax

The German value-added tax (*MEHRWERTSTEUER—MwSt*), currently at 16%, is already included in the price printed on the merchandise, but it is often shown separately on the cashier's receipt (*KASSENZETTEL*). No additional taxes apply.

### Prices

As soon as one adapts to living like the natives, consuming as they do and in the same rhythms, life is not too expensive. Whether something is cheap or expensive also depends on your own priorities. Don't forget that you cannot simply transfer your U.S. life style to Germany; after all, this contrast often accounts for the adventure and quality of life abroad.

### Sales

There are two big sale seasons in German stores, also (of course) regulated by German law. One officially begins on the last Monday of January and is called the *WINTERSCHLUSSVERKAUF* (winter close-out sale), but you can see previews of prices all through the month of January. The other—in August—is called the *SOMMERSCHLUSSVERKAUF* (summer close-out sale) even though you may not have detected any summery weather yet. The mark-downs are good, so don't wait too long after the sales have begun to do your shopping.

German stores accept returns on certain items, but only if you have the *KASSENZETTEL*. You can also exchange something for another item, or you may be able to obtain a credit slip (*GUTSCHEIN*) with which you can purchase something in the same store at a later date. Items bought at a reduced price or at one of the *Schlußverkäufe* usually can not be exchanged unless faulty.

## 4. USEFUL SHOPPING PHRASES

I'd just like to look around, thank you.	<b>Danke, ich möchte mich nur umschauen.</b>
Excuse me, please.	<b>Entschuldigen Sie, bitte.</b>
How much does this cost?	<b>Wieviel kostet das?</b>
I would like...	<b>Ich hätte gerne...</b>
I'll take it.	<b>Ich nehme es.</b>
Where is the check-out counter?	<b>Wo ist die Kasse, bitte?</b>
Do you have something similar?	<b>Haben Sie etwas Ähnliches?</b>
What size is this?	<b>Welche Größe ist das, bitte?</b>
Do you have another color?	<b>Haben Sie eine andere Farbe?</b>
Could you wrap it as a gift, please?	<b>Könnten Sie es bitte als Geschenk einpacken?</b>
Would you put this in a bag?	<b>Würden Sie dies bitte in eine Tüte tun?</b>
Can I exchange this?	<b>Kann ich das umtauschen?</b>
Do you have another one?	<b>Haben Sie noch eins?</b>
May I try that on?	<b>Kann ich das anprobieren?</b>
It fits / doesn't fit.	<b>Es paßt / Es paßt nicht.</b>
Which size would I wear?	<b>Welche Größe bräuchte ich?</b>

## K. CLOTHING

### 1. BUYING CLOTHING

There is as wide a variety of places to buy clothing for the whole family in Germany as there is in the United States. From the giant department store chain to the one-of-a-kind boutique on a side street, clothing is available in just about every price range.

Clothing sizes in European countries have not been completely standardized, and can vary from brand to brand. Therefore, it is best to try everything on.

Children's sizes are determined by their height in centimeters, but for men's and women's sizes it might be best to consult these charts for an idea of where to start looking:

#### Clothing Equivalents

Women's Dresses and Blouses		Women's Shoes		Children's Clothes		Children's Shoes	
U.S.	German	U.S.	German	U.S.	German	U.S.	German
4	34	5	36	3	98	2	18
6	36	6	37	4	104	3	19
8	38	7	38	5	110	4	20
10	40	8	39	6	116	5	21
12	42	9	40	7	122	6	22
14	44	10	41			7	23
16	46	11	42			8	24
18	48						

  

Men's Suits, Sweaters, Overcoats		Men's Shirts		Men's Shoes	
U.S.	German	U.S.	German	U.S.	German
36	46	14	36	7	39.5
38	48	14.5	37	7.5	40
40	50	15	38	8	41
42	52	15.5	39/40	9	42
44	54	16	41	10	43
46	56	16.5	42	11	44
		17	43	12	45

## 2. LAUNDRY

If you don't have a washer and dryer, you might choose to take your clothing out to a laundry (*WÄSCHEREI*); be forewarned that they are expensive. Many laundries operate in conjunction with dry cleaning establishments, but some establishments offer only one or the other. Coin-operated laundries (*MÜNZWÄSCHEREI*) such as those in the U.S. are practically non-existent here, but you can find a few in larger cities. German laundries may boil the clothing, therefore you should not take anything that will shrink, stretch, fade or otherwise not tolerate this treatment, unless you plan to shrink, too.

German water has a relatively high content of limestone (*KALK*) in some areas. Using a decalcifier when you wash (*ENTKALKER*) may help avoid build-up, but many detergents (*WASCHPULVER*) contain one already. To be environmentally correct, check with the local waterworks (*WASSERWERK*) on the *HÄRTEGRAD* (degree of hardness) of the water, and use detergents accordingly.

## L. FOOD

### 1. AT THE GROCERY STORE

For the most part, shopping in German grocery stores is not much different than shopping at home. There are a few customs and procedures, however, that you should be aware of.

Environmental consciousness (*UMWELTBEWUßTSEIN*) is penetrating more and more areas of German daily life. As a result, products and especially their wrappings are a target of marketing changes focused on protecting our environment and our children. In this context, grocery bags (*EINKAUFSTÜTEN*), even out of recyclable plastic, are no longer free or even common. People usually **bring their own shopping bags**, otherwise one pays 15-25 cents for a bag at the check-out counter (or about 1Euro for a cloth shopping bag). Customers are also expected to do the bagging themselves.

When produce items are not pre-packaged and priced, the procedures for selecting and weighing them vary from store to store. In smaller stores, the customer usually does not touch the produce. Indicate what you want, and the sales person will put it in a small bag, weigh it and put a price on it. In larger stores, you may select the items you want and bag, weigh and tag them yourself. When in doubt, watch what other customers do.



The larger supermarkets in Germany, which carry all types of food items, are often somewhat cheaper than the "corner stores." Smaller shops and specialty shops, however, are still very common. You will find the largest selection of meat and sausage at a *METZGEREI* (butcher shop) and the best selection of breads at a *BÄCKEREI* (bakery).

Many health food items are now considered a part of the regular selection offered and are no longer shelved or labeled separately. Health food stores (*REFORMHÄUSER* or *BIOMÄRKTE*) are now also relatively common.

All products are subject to certain strictly-controlled quality standards, and a *VERFALLSDATUM* (expiration or "best before" date) is always stamped somewhere on the package.

When grocery shopping, it is a good idea to carry a 1 Euro coin with you. At most grocery stores, especially the larger ones, shopping carts are "rented" for one (refundable) Euro.

### German specialties

We don't want to take the spice out of your culinary experiences in Germany, so we suggest that you make your own explorations among the German *Wurst*, *Käse*, *Brot* and *Bier* varieties. From *rote Grütze* (tastes much better than it sounds) in northern Germany to *Spätzle* in Swabia, to *Grünkohl mit Pinkel* (not what you think) in Lower Saxony, to *Handkäs' mit Musik* in the Rheinland, you may enjoy a mouth-watering adventure in every region.

## 2. INGREDIENT SUBSTITUTIONS

Some ingredients (*ZUTATEN*) are slightly different in Germany than in the U.S. If you use some of your American recipes to cook for your German friends, you may want to note the following tips:

- Standard American flour is usually a combination of cake and bread flour. Standard German flour (*WEIZENMEHL*) is solely soft wheat flour, i.e. like American cake flour. Because of the different weight/volume ratio, you should use 1 1/3 cups of German flour (Type 405) for 1 cup of American all-purpose flour. Special kinds of flour are also widely available.
- One package of German *BACKPULVER* (baking powder) is good for 2 to 2 1/2 cups of flour and can be used in the same ratio as American baking powder.
- Baking soda is called *NATRON* here and is traditionally available in *APOTHEKEN*, though it is now also sold in many grocery stores.

- In place of Crisco you may use *PFLANZENFETT* (vegetable fat).
- German butter is sold in packages of 250 grams. If you cut it into two equal logs, you come close to 1/4 pound, or 1 stick of American margarine.

Refer to **Appendix A** for weight and volume conversion tables.

## 3. DINING OUT

When you're hungry in Germany, you can rest assured that you are never far from a restaurant (*GASTSTÄTTE*, *GASTHAUS*, *GASTHOF*, *RESTAURANT*) or snack stand (*IMBISS*), for the Germans love to eat, and there is food available at all times of the day.

### The RESTAURANT (also *Gaststätte*, *Gasthaus*, *Gasthof*) or Slow Food

For a family-type establishment with traditional decor and regional dishes, look for signs with *Gasthaus*, *Gasthof*, *Gaststätte*, *Ratskeller* or *Ratsstube*. Most German restaurants serve a variety of regional as well as international dishes. Many restaurants feature a *TAGESMENÜ*, an inexpensive complete lunch for busy people who crave more than ordinary fast food. Most restaurants serve full meals until very late, as it is not at all unusual for people to dine out after 9:00 p.m. for *ABENDESSEN* (dinner).

Entering a restaurant, you seat yourself; in more elegant places when you have made a reservation you will be led to your table. If there is no empty table, it is permissible to join a table occupied by others, with a simple "*KÖNNEN WIR UNS DAZUSETZEN?*".

Germans usually drink wine, beer, cola, juice or mineral water with their meal. Germans do not drink tap water, and if you ask for a glass of water, you will most likely receive bottled mineral water. Tap water (*LEITUNGSWASSER*) is served reluctantly, as there is no profit or demand.

Ten to fifteen per cent for *BEDIENUNG* (service) and *MEHRWERTSTEUER* (16% value-added tax) are always included in the bill and an extra tip is not mandatory. Most people do, however, round the bill up if the service was good. You should do this verbally, when the waiter takes the payment, indicating how much the total should be, rather than leave the tip on the table. For example, if the meal costs 15.50 Euro you can hand him 20 Euro and say "*SIEBZEHN*". You will receive 3 Euro in return. A tip should not exceed about 10% of the bill even in very favorable circumstances, so don't spoil the habits of the natives.

It is not typical for Germans to bring small children with them to the more elegant restaurants, although the situation seems to be changing and you can find a child's plate (*KINDERTELLER*) on the menu quite often—especially in tourist areas. If one is not offered, you may ask for an empty plate and share your own meal with your child. Foreign (national) restaurants, like Italian and Chinese, are known for hosting children more readily.

### The Café/Konditorei

One of the nicest customs in Germany is the afternoon coffee time in a *CAFÉ* or *KONDITIONEIREI*. The sweet pastries and cakes are usually made on the premises and are as delicious to taste as they are lovely to look at. At a *Konditorei* you may also purchase cakes (Torten, Kuchen, Teilchen), candy and cookies to take home. You will find both *Cafés* and *Konditoreien* not only throughout the shopping areas of downtown, but also out of the way in smaller neighborhood areas, and it's fun to try them out—not only for afternoon coffee, but for breakfast and lunch, too, as they also serve snacks and light meals.

### Fast Food

Although it is not as widespread and offered in as many different varieties and forms as in the U.S. (did somebody say: "Hallelujah"? -Eds.), a closer look should reveal several possibilities for quick, economical food "*ZUM MITNEHMEN*" (to go) or to be eaten inside a restaurant.

Cities have at least several *IMBISS* stands, which are the predecessors to the more sophisticated fast food restaurants. These are usually small stands or windows of larger stores set up on sidewalks, corners or, most frequently, in pedestrian zones. The vendors offer *DÖNER* (pita sandwiches) and falafel, sausages (*WÜRSTCHEN*) and hamburgers, french fries (*POMMES FRITES*), or pizza slices "to go." There are a few fish restaurant chains that have windows where customers can pick up sandwiches or salads, and many bakeries offer *BELEGTE BRÖTCHEN* (rolls with cheese or cold cuts) or even warm dishes to go or to be eaten at a table there (*STEHCAFÉ*). Butcher shops sometimes offer sandwiches with meat patties (*FRIKADELLEN*) or sausages, too. And, of course, almost every German city today has at least one well-known American fast food restaurant!

### The Market (*MARKT*)

Shopping at the open market is a real pleasure, especially if you enjoy the advantage of being able to buy fresh farm produce in a colorful setting. If you have never lived where an open market is available, don't miss the chance to upgrade your sense of taste.

An important thing to remember in German market etiquette is **HANDS OFF**. If you take small children, be sure to watch their fingers. After your favorite vendors get to know you they may let you choose your own things. But otherwise, if you touch it, it's yours.

The vendors set up their stalls on certain days of the week (check on market days in your area by asking neighbors). The market is open year-round in most places, usually in the morning.

Most vendors will give your purchases to you in some sort of a paper bag—some sturdier than others and many just cone-shaped paper affairs. So it is advisable and, again, environmentally sound, to bring shopping bags, nets, or a shopping basket.

The produce is most often priced in one of the following amounts:

**ein Kilo**—2.2 U. S. pounds

**ein Pfund or 500 Gramm**—one pound equal to 1.1 U.S. pounds

**ein halbes Pfund or 250 Gramm**—half a pound

**ein Bund**—a bunch/bundle

**ein Stück**—a piece/one

## M. GARBAGE

Germans are known to be very conscientious about avoidance of garbage in the first place and recycling or depositing what's unavoidable. Many different items such as glass bottles, metal and paper are gathered separately. As a temporary resident in Germany you should respect these methods and make the effort to find out where to dispose of such items. The services you will need most frequently are listed below; the collection dates for *MÜLLABFUHR* (garbage collection) are published by the city and delivered by mail, or are available from your landlord.

### 1. *DAS DUALE SYSTEM*

The latest environmental efforts have resulted in the new, widely accepted, *DUALES SYSTEM* (garbage minimization, separation, and recycling) identified by the *GRÜNER PUNKT* (green dot).

Most packaging, containers, and boxes are subject to the conditions (and costs) of the *DUALES SYSTEM* and marked accordingly. Your task in this system is to look for the *GRÜNER PUNKT* (this includes both metal and plastic items) and collect this garbage in a separate *GELBE SACK/ TONNE* (yellow bag/container, provided by the

city or district). Any garbage that can be biologically decomposed is collected in a *BRAUNE* or *BIOTONNE*, paper in a *BLAUE TONNE*, and everything else in the good old *GRAUE TONNE*. As for the meaningfulness of the given colors, they are different in different towns.

Containers for paper and glass recycling (*ALTPAPIER/ALTGLAS*) are differentiated into clear glass, colored glass and paper and can be found on a street corner in each neighborhood and often in the courtyards of apartment buildings.

## 2. *SPERRMÜLL* (Bulk trash)

Bulk trash (*SPERRMÜLL*) pickups happen either regularly throughout the year or by appointment—check with neighbors or colleagues in your town to see how it works there. *SPERRMÜLL* includes pieces of furniture, large toys, wooden items and literally anything else (except for toxic substances) that does not fit in the usual trash containers. One man's trash becomes another man's treasure as many people search these piles at the curb for usable things—a clear indication that we have made the transition to an affluent society.

## 3. *PFANDFLASCHEN* (Deposit bottles)

The system of *PFANDFLASCHEN* (returnable bottles) has been revived, so keep and return the bottles (and crates) that carry a refundable deposit. Cans are also subject to a deposit.

In general there is a strong effort to reduce garbage in Germany. The amount of plastic (bottle) waste is being reduced and excessive packaging material is discouraged through laws and commercial incentives. German society has become very conscious of limited resources and the limited space available for (and great danger of) waste deposits. Please join us in these laudable efforts.

## N. CULTURE, SOCIETY AND LANGUAGE IN GERMANY

As guests in Germany, it is courteous to know local social customs and be aware of the cultural differences that may give rise to misunderstandings. One of the best ways to become informed is to refer to a copy of *These Strange German Ways*, published by the Atlantik-Brücke e.V. (Magnus-Haus, Am Kupfergraben 7, 10117 Berlin). This book explains much about manners and customs of Germans in a very readable fashion with clever drawings and useful vocabulary.

In many respects, German culture resembles your own at first sight—in its pattern and standard of living, its way of dress and social interaction, and, for some, in the Christian heritage of holidays and customs; certainly as a result of European migration to North America. However, because of Germany's location, dense population and history—both political and economic—the German people are in many respects different in nature from the American people. Further, it is important to recognize and understand that Germany, like Europe, is presently in a state of social and political change if you wish to enjoy your stay to the fullest.

### 1. GENERAL OUTLOOK

Germans take work, play and life in general quite seriously and are less inclined to show pleasure or displeasure through facial expression. Because many older Germans have a greater awareness of death, mortality and suffering—Germany was a center of conflict and war for a long time—they tend to celebrate life's special events with great gusto. Whereas Americans are more inclined to view life as an upward movement with things getting better and better, Germans are more likely to see life as an alternation between good and bad times. When a celebration is called for, Germans are not likely to be the least bit thrifty, even though they are basically more thrifty than Americans because they have had more experience with limited resources.

While Americans, in becoming acquainted, automatically try to create a relaxed, informal atmosphere, Germans react with a kind of polite formality, accepting the distance between themselves and strangers as a normal fact of life. Because the U.S. is historically a nation of immigrants and the population is very mobile, forms of behavior that allow for easy adaptability have been established. Germans have traditionally stayed where they are in a given region, with a given set of traditions and manners allowing them to live comfortably with a relatively small and close circle of neighbors and friends (a parallel to the older village structure). Thus, in meeting a stranger, the average German will tend to be reserved and formal, and may not make a special effort to overcome the feeling of awkwardness.

## 2. GETTING ACQUAINTED

Germans have a curiosity towards strangers that manifests itself, for instance, by frequent and unashamed staring at the "stranger" in the crowd or in public places. Americans should not take this as hostility, although they may feel intruded upon. Germans prefer to wait for the American to make the first move; many Americans report that after inviting their neighbors for coffee and cake or—even better—for a glass of wine, they were able to develop very friendly relations.

### Greeting

The normal German greeting is *GUTEN TAG*; in departing *AUF WIEDERSEHEN* or simply *WIEDERSEHEN*. *TSCHÜSS* is a very casual form of *Wiedersehen* that is used more in northern Germany and among young people (in southern Germany, you will often hear *ADÉ* or *SERVUS* instead). To respond to an introduction merely state your own name and give a friendly nod of the head or say *ES FREUT MICH* (I'm pleased to meet you). The question *WIE GEHT ES IHNEN?* is a greeting for someone you already know and may elicit a detailed answer. Relationships move more slowly than in the U.S.

### Shaking Hands

Germans greet each other and strangers who are introduced to them by shaking hands. Hand-shaking is also done when saying goodbye. A host and hostess welcome their guests at the door, and see them off, by shaking hands. When two couples greet each other, it is considered bad luck to shake hands across each other. Women are always greeted first.

### Forms of Address: *SIE* und *DU*

*SIE* (formal you) and the polite forms of the verb are used, except among university students and when addressing God, animals, close friends and children under 15 or 16 (in those cases you use the *DU* form). After about age 5 or 6 children learn to address adults with *Sie*. Office colleagues normally use *Sie*. Family names (with *HERR* or *FRAU* preceding them) are used with *Sie* forms. Americans should not address a German by his or her first name unless invited to do so. In some informal German (-American) groups, first names are used by common consent together with the formal *Sie* when speaking German. This is certainly a challenge for your German grammar.

An envelope is addressed with *HERRN* or *FRAU* plus the title and the family name, for example, Frau Dr. Eva Schmidt. Married women are not referred to by their husband's first and last name; rather than "Frau Hans-Peter Schmidt" the correct form is "Frau Eva Schmidt" or, for both, "Herr und Frau Schmidt."

## Friendship

*FREUND* is a word less often used in Germany than the equivalent American "friend." *Ein Freund* is someone with whom you expect to spend a lot of your time, with whom you share many interests and whom you would expect to help in emergencies—including financial ones. *EIN BEKANNTER* is the word used for acquaintance. Even in peer groups a German might have a close acquaintance for many years and still not consider the person to be a *Freund* but a *guter Bekannter*. In some situations where the *Du* form is used (for example, in groups of former classmates and military buddies), its use doesn't necessarily mean the person is a "*Freund*."

Once accepted as a *Freund* by a German person or family, be prepared to spend more time doing things together than you would with an American friend. If you say "in passing" to a German, even though he may be a casual acquaintance, that you would like him to visit you, he will most likely take it literally and expect an invitation to follow.

## 3. INVITATIONS

In German culture, invitations are taken very seriously. A German will generally not extend an invitation that is not literally meant, so that for example if a German says, "you should come by for brunch sometime," he or she will expect you to do so. Once an appointment of any kind has been made, punctuality is of utmost importance—you should arrive on time, and not too early.

Meals to which guests are invited are festive occasions with much talk, wine and conviviality. Wine is almost always served and a guest should not taste it until the host has raised his glass in a toast of welcome. Germans like to feed their guests well. When offered seconds on food, the proper answer is *BITTE* or *JA GERNE* or *DANKE, NEIN*.

It is nice to take a gift of flowers when invited to a German home, either for a meal or for coffee. The flower shop will prepare the flowers in paper, which should be removed before you reach the door. Red roses are not given except as an expression of love.

## O. GERMAN HOLIDAYS AND TRADITIONS

**SILVESTER** und **NEUJAHR**—(New Year's Eve and Day) December 31st and January 1st

Fireworks, church bells ringing and "Sekt" corks popping exactly at midnight mark the entrance of a new year. The greeting *PROST NEUJAHR* means "A toast to the New Year!" Some German traditions associated with New Year's are *BLEIGIESSEN*, watching "Dinner for One," and eating *NEUJAHRSBREZELN*.

**HEILIGE DREI KÖNIGE**—January 6th

Three Kings' Day or Epiphany, primarily a Catholic celebration, commemorates the journey of the Three Magi who came to bring gifts to the infant Jesus in Bethlehem. You still see groups of children dressed as the kings, going from house to house carrying a star-shaped lantern on a stick and singing the traditional songs. In return they receive treats.

**KARNEVAL**—Mid-February to the day prior to Ash Wednesday

The season of Carnival, called *FASTNACHT* or *FASCHING* in southern Germany, signifies the weeks of merry-making preceding Lent in the church calendar. The actual Carnival in most areas begins the 11th minute of the 11th hour of the 11th day in the 11th month, but builds up to a climax just before Ash Wednesday. Many cities have their own parades and celebrations, many of which are also aired on television. Karneval is celebrated especially along the Rhine River between Düsseldorf and Freiburg.

**WEIBERFASTNACHT**—Thursday before Ash Wednesday

Known as Women's Carnival, this custom comes from olden times when women insisted on having a part in the Carnival celebration. Prior to the 16th century, the fairer sex was excluded from Carnival altogether. The washwomen in the town of Beuel (a suburb of Bonn) stormed the Rathaus and demanded the right to celebrate. Since that time, this Carnival day is celebrated particularly by the women—they cut off the ties of any man they see and have the right to kiss anyone they like! In Cologne, the German military headquarters surrender to them; in Beuel, they still take over the Rathaus.

**KARNEVALSUMZÜGE**—Saturday, Sunday before Ash Wednesday

Best known for parades are Köln, Düsseldorf, and Mainz, but many smaller cities hold their own parades and even villages have local parades, featuring school floats and costumed children. Most of the parade spectators are in costume as well. Children like it for all the candy that is tossed from the floats.

**ROSENMONTAG**—Monday before Ash Wednesday

The "official parades" take place on this day, with huge floats, horses, bands and groups of "fools" marching along, wearing grotesque masks. The longest four- to five-mile parades wind through the city in slow procession as sweets rain down from the passing floats.

**OSTERN**—Holidays from Good Friday through Easter Monday

During the weeks prior to Easter, you will see colorful "Easter Trees" blooming in many homes and offices. It is customary to pick branches that have not yet bloomed—such as from a cherry tree—and hang small wooden ornaments or decorated eggs on their branches. The branches will leaf and bloom when placed in water in a warm room.

**TAG DER ARBEIT**—May 1st

Labor day is celebrated on May 1 in Europe with mass (sometimes violent) rallies organized by various labor unions and political groups.

**DER ERSTE MAI**—May 1st

You will see the May Tree, tall spruces or birches from the local forest relocated to the town square during the whole month of May. It is customary for young men of the village to cut the tree down the evening before May Day (May 1), strip the lower branches, decorate the tree with colorful streamers, then stand them in the main square, honoring the young girls of the village. You will also see trees (Maibäume) by the individual houses and apartments.

**CHRISTI HIMMELFAHRT**—The Thursday 40 days after Easter

Known in American churches as Ascension Day, this German holiday has turned into "Father's Day" (*VATERTAG*). It is customary for German men (co-workers, club members, etc.) to go out and celebrate together, sometimes in a horse-drawn wagon.

**MUTTERTAG**—Second Sunday in May

Mother's Day has been a part of German custom since 1923. A gift of flowers is traditional and children at school or in *kindergarten* prepare presents for their mothers.

**PFINGSTEN**—Seventh Sunday after Easter plus the following day

Known as Whit Sunday or Pentecost in the U.S., this is the date on the Christian calendar celebrating the descent of the Holy Spirit on the Apostles. German families usually make a family outing. The next day, Whit Monday, is a legal holiday.

**FRONLEICHNAM**—The Thursday of the second week after *Pfingsten* (usually early June)

Also known as Corpus Christi Day, this is a holy celebration among the Catholics, commemorating the ritual consumption of bread as a symbol for the body of Christ.

**WINE FESTIVALS**—Late summer

Each wine-growing village has its own festival, usually a 3- or 4-day weekend with daily activities including music from local bands, dancing and, of course, wine-tasting. There are plenty of festivals to choose from, some 125 alone in the Rheinland-Palatinate area.

**FIRST DAY OF SCHOOL**—Early August to early September

When it's time for school to start in your area, you'll see the banners saying *SCHULE HAT BEGONNEN* to alert motorists. On the first day, young children walk to school carrying large, decorated cardboard cones (*SCHULTÜTEN*) filled with candy and cookies, designed to make the beginning of the first school year a little sweeter. These are for sale in candy stores in all cities. Look also for the beginners as they walk to school with their orange caps and bandanas. This is a recent innovation to signal drivers to be especially cautious, as these children are still inexperienced in dealing with street traffic.

**OKTOBERFEST**—September/October

Most famous of the traditional festivals in Germany's large cities, the Oktoberfest in Munich begins 16 days before the first Sunday in October. The beginnings of this celebration can be traced to a wedding in the Bavarian royal house, which also included a public festival.

**ERNTE-DANKFEST**—First Sunday after St. Michael's Day (Sept. 29th)

The German Harvest Thanksgiving, which usually falls on the first Sunday in October, is marked by altars decorated with field produce. This celebration is usually not carried beyond the church services, as it is in the U.S.

**TAG DER DEUTSCHEN EINHEIT**—October 3rd

As a consequence of Germany's changing history, it has not had a national holiday comparable to the 4th of July in the U.S. Several dates were under consideration in the 1950s, but June 17th was finally chosen to commemorate the 1953 workers' revolt in East Germany. This "Day of German Unity" has been given up as a legal holiday in favor of October 3, which marks the peaceful unification of West and East Germany on October 3, 1990, creating a politically sovereign state.

**REFORMATIONSTAG**—October 31st

Reformation Day is a Protestant celebration, marking the day Martin Luther nailed his famous theses on the door of the Wittenberg Castle Church, beginning the Reformation. In Protestant churches the sermons on the following Sunday are dedicated to the memory of this event.

**ALLERHEILIGEN**—November 1st

All Saint's Day in Germany originated as a memorial day for Christian martyrs. On the following day, on November 2nd, the Germans celebrate All Soul's Day (*ALLERSEELEN*), a day marked by church services and visits to the churchyard where people place lit candles on the graves of relatives.

**ST. MARTINS**—November 11th

St. Martin, the Catholic Saint of this day, is known for his act of charitable giving—he tore his coat in half in order to keep an old man (some say children) from freezing on a cold night. (Protestants also celebrate this day, as it was the baptism day of Martin Luther, born November 10th.) Lantern parades with singing are customary, held in late afternoon just after five o'clock. Many of the German children make their lanterns at school, and you can see them with their creations as they make their way home after classes. It isn't clear from historical data why processions with lanterns and bonfires are associated with this occasion. They may only have served to furnish light for the trick-or-treat excursions.

**VOLKSTRAUERTAG**—Two Sundays before the first Sunday in Advent

This is Germany's National Day of Mourning for the dead of the two World Wars.

**BUß- UND BETTAG**—Wednesday before the last Sunday before Advent

A Protestant holiday, Repentance Day was recently discarded as a legal holiday in all of Germany. To mark the solemnity of this occasion, no dance music is played on this day. The following Sunday, the last Sunday before Advent, is known as *TOTENSONNTAG*, a day when people visit the graves of relatives who died during the last year. The names of parish members who died during the year are read in the Sunday church services.

**ADVENT**—The four Sundays before Christmas

The German Christmas season begins with Advent. Each Sunday the family gathers around the Advent wreath for coffee and cookies and lights the candles, an additional one each week, so that on the last Sunday before Christmas all four candles are burning.

**WEIHNACHTSMARKT**—From late November until Christmas

Outdoor Christmas markets, featuring stands with sweets and wooden Christmas ornaments, plus hot *GLÜHWEIN* to warm you up, are set up on the town squares by the first of December. The most famous are in Nürnberg and Munich. In some areas they are called *CHRISTKINDLMARKT*.

**NIKOLAUS TAG**—December 6th

German children receive gifts of sweets or small trinkets in their shoes, which they set outside their door the night before. Bishop Nicholas lived in the 4th century and was remembered for his charitable giving.

**HEILIGER ABEND**—December 24th

Christmas Eve is the main event in the celebration of Christmas in Germany. The Christmas tree is put up and then lit for the first time on Dec. 24th. The *WEIHNACHTSMANN* (Santa Claus) comes with gifts. (Martin Luther substituted the Holy Christ, or *CHRISTKIND*, as the one who brought the Christmas gifts.)

**WEIHNACHTEN: ERSTER, ZWEITER WEIHNACHTSTAG**—December 25-26

These are both national holidays; December 25th is usually a family day, and the 26th is often saved for visits and dinners with relatives.

Check with neighbors as to which holidays are official (workfree) holidays. This varies from state to state but it always means that all stores are closed and that schools and university do not hold classes.

### III. EDUCATION IN GERMANY

#### A. SCHOOLS

Let us start out by giving you some general information on the German school system. This may be particularly interesting to grantees who teach and grantees with school-aged children.

##### 1. POLICY-MAKERS

The 16 *LÄNDER* (federal states) are each responsible for their own schools and decide about curriculum policies more or less autonomously. This means that there are 16 different school systems which, nevertheless, do have many things in common in order to provoke the mobility of students.

The *KULTUSMINISTER* (Minister of Education) of each *LAND* is the ultimate authority for each school supervised by the state. The few private schools which exist throughout the country are recognized by the states, so the *ZEUGNISSE* (certificates/diplomas) from these schools are equivalent to the diplomas of public schools.

All the *LÄNDER* coordinate their efforts through the *KULTUSMINISTERKONFERENZ (KMK)*, the Standing Conference of Ministers of Education of the sixteen states, with headquarters in Bonn. The *KMK* makes it possible for the *Länder* to coordinate education and exams (equivalencies) for nationally recognized standards and for the mobility of students and teachers within Germany, and recognition for higher education access.

##### 2. GENERAL FACTS

The *SCHULLEITER/IN* (School Director) or *DIREKTOR/IN* is also a teacher. This means that in addition to administrative duties, he or she still teaches a certain number of courses. The *KOLLEGIUM* (staff) consists of teachers of various seniorities, with various functions and duties, and includes all permanent or part-time teachers of a school. The only employees who are not trained and practicing teachers are the *Schulleiter's* clerical staff and the *HAUSMEISTER*, who is in charge of keys, technical equipment and maintenance of the building.

The school year calendar: Each *Land* is on a different schedule to avoid overfilled trains and congested air and highway traffic during vacation periods. Please note the days of recess for the state in which you are residing.

Holidays usually include a two-week vacation at Christmas, three weeks at Easter, one week in the fall, and usually six weeks in the summer, depending on the *LAND*. Other arrangements reflect the needs and traditions of certain regions. Check [www.kmk.org](http://www.kmk.org) for exact dates.

### 3. CLASSES

Children in elementary school (*GRUNDSCHULE*) attend classes five days a week and possibly on Saturday as well. The hours vary, but first-graders usually attend school from 8:00 to 12:00 a.m. By the fourth grade a child is usually in school from 8:00 to 1:00 p.m. **It should be noted that substitute teachers are not a part of the German system, and if a teacher is absent, children may be sent home without notice well before the scheduled end of the school day.**

Starting with the fifth grade, classes are often held six days a week, Monday-Saturday, and usually last until only 1:15 p.m. Each class is 45 minutes long, with two (ca. 20-minute) breaks in the morning, but no lunch period unless afternoon classes are held.

Students may have to take up to 10 or 12 different subjects (*FÄCHER*) depending on the type of school and the student's level. Their schedules are different for each day of the week; they have a *WOCHENSTUNDENPLAN* (a weekly schedule, where a student has different classes every day) rather than the same class schedule every day. They may have up to 34 lessons per week.

*STUNDENPLÄNE* are announced during the first day of the new school year—to teachers and students alike! Students, therefore, usually come to their first class without any material or preparation. The teacher will also give instructions as to the size and color of the notebooks in which tests will later be taken. Students usually have to pay for the textbooks and most other materials themselves.

In almost all German schools, religion courses are required. If you do not want your children to participate in a religion course, he/she may be able to take an ethics course instead. Ask the school director about this possibility.

### 4. GRADING

The regular documented evaluation or assessment of student's performance is the *NOTE* or *ZENSUR*. These are grades for written and oral performance and to some extent for behavior.

Students receive mid- and end-of-school-year *ZEUGNISSE* (report cards) which include the student's *Noten*. If they fail the *VERSETZUNGSZEUGNIS* (to promote them to the next grade) at the end of the year because of insufficient grades in two or more subjects, they have to repeat (*WIEDERHOLEN*) the entire school year/grade in all subjects. This, however, does not apply to American students who are spending only one year in Germany and who are therefore not competing with German students for "promotion."

To determine the *ZEUGNISNOTEN* ("report card grades"), teachers have to give students a required number of written tests (*KLASSENARBEITEN* or *SCHULAUFGABEN*) and also consider oral performance. Each test covers the material (*STOFF*) taught during the preceding weeks and lasts at least one class period—often two or even four periods. Each test has to be announced in advance to the students and in the *KLASSENBUCH* (class register) except in the *Oberstufe*, where there's no longer a *Klassenbuch*.

### 5. DISCIPLINE AND CHEATING

*MOGELN* or *TÄUSCHEN* (cheating) is said to be much more common in German schools than elsewhere. This means that the students try to improve their own test results by copying from their neighbor or from hidden sources. Of course, it is against the rules, but only if teachers catch the students red-handed or by comparing the test papers of neighboring students for evidence of copying. The students do it because they feel that it is a kind of legitimate competition between the students and the teacher, especially if they get away with it. German teachers do not regard it as a breach of a (non-existent) honor code and therefore do not take it extremely seriously. Being caught cheating while taking a test usually results in a poor grade "*WEGEN TÄUSCHUNGSVERSUCHS*" (attempt to cheat).

The roots of this lie somewhere in the *KLASSENSYSTEM*, where all the students stay together for a long time and develop a very close sense of loyalty to one another and against the school. Also, the school does not play the same role in the societal and communal education of students as do most schools in the U.S.



## 6. TYPES OF SCHOOLS

Children are required to attend school from the age of 6 and 16 (*SCHULPFLICHT*). They can do this at different types of schools depending on their age, their level of ability and the state in which they live. They all start in the *GRUNDSCHULE*. At the age of 10 (or after the 4th grade) they either continue at the Grundschule, which is then called *HAUPTSCHULE* until the age of 16 (10th grade), or change to a *REALSCHULE*, again until the age of 16, or change to a *GYMNASIUM* until the age of 19 (13th grade). An alternative is to change to a *GESAMTSCHULE* at the age of ten, where a child will continue on a track that depends on his/her success. There are still other types of schools which we've left out for brevity's sake. However, let us start at the beginning:

### ***KINDERGARTEN* (Age 3-6, Nursery School/Kindergarten)**

The *Kindergärten* are not part of the state school system. Attendance is voluntary and parents usually have to contribute to the costs, which vary greatly depending on the income of the parents and the kind of *Kindergarten*. Parental contribution usually runs between 80 and 300 Euro per month. Most are run by cities, churches or various private organizations. There are several different kinds of *Kindergärten*. Usually children spend only the morning in the *Kindergarten*, but there are also many all-day *Kindergärten* (*KINDERHORT/ KINDERTAGESSTÄTTE*). *Kindergärten* in your area are listed in the Yellow Pages (*GELBE SEITEN*) under *KIRCHEN* or *STADT*. The *JUGENDAMT* in your city has a list of all *Kindergärten* with the telephone numbers, addresses, specific characteristics, etc. It is a good idea to talk with the *LEITER* or *LEITERIN* (the director) before you sign your children up.

The children are together in groups not necessarily based on age. Pedagogical concepts are followed to prepare the children for school. Learning is done mainly through different forms of play without sit-down lessons. Although it may look to you as if play is not very well supervised, the person in charge, the *ERZIEHER/IN*, is a trained professional and will take note of any problems the children have as well as of the progress they are making, i.e. socially. Because there are so many children present, though, you should point out to the *ERZIEHER/IN* any particular concerns about your child.

The *Kindergarten* system is the only form of pre-school educational institutions available in Germany. "Preschools" in the American sense do not exist, as the *Kindergärten* are conceptualized to prepare children for elementary school.

**You must apply as early as possible in order to assure your child a spot**, since there is tight competition for them and older children are given preference.

### ***GRUNDSCHULE* (Elementary School)**

The first four grades make up the elementary school. To enter, a child must be six years old before June 30th. However, there is sometimes an aptitude test for those whose birthdays come within the next six months. There are Catholic, Protestant and non-denominational schools, but religion classes are taught in all three types.

German children beginning their first school year always receive a *SCHULTÜTE*, a cone-shaped paper bag filled with goodies (candies, fruit, notebooks, stuffed animals) from their parents to sweeten the first day of their school life. You can get these paper cones in department and toy stores a couple of weeks before the start of school.

German children always carry a *SCHULRANZEN* (schoolbag) with them to school in order to carry books, papers, etc. This is especially important since there are no lockers available in the school for the students. You can find the *SCHULRANZEN* in any large department store or second hand. A snack (*PAUSENBROT*) is also sent with the children for the break in the middle of the morning.

### **Secondary Schools**

#### ***HAUPTSCHULE* (short-course secondary school)**

The *HAUPTSCHULE* is attended by students who wish to go into vocational training at the age of 16.

#### ***REALSCHULE* (intermediate school)**

The *Realschule* takes six years, from 5th to 10th grade. It leads to a diploma at the intermediate level (*MITTLERE REIFE*), between the *Hauptschule* and the *Gymnasium*, and qualifies children for entry into vocational and paraprofessional education. This may be a very good choice for your child since it offers a full range of courses, including foreign languages.

#### ***GYMNASIUM* (high school/college preparatory school)**

The *GYMNASIUM* takes eight or nine years to complete and serves to prepare students for the university. It ends with the *ABITUR*, a diploma granted to a student after successful completion of the 13th (12th) grade. In addition to having a 13th grade, German schools differ in many other ways from their American counterparts. The *GYMNASIUM* is divided into three grade levels: the *UNTERSTUFE* (grades 5-7), the *MITTELSTUFE* (grades 8-10) and the *OBERSTUFE* (11-13). Two foreign languages are part of the curriculum, a third is offered for interested students.

## ***Unterstufe and Mittelstufe***

While in the *Unterstufe* and the *Mittelstufe*, German students are divided into fixed classes (*KLASSEN*)—similar to the American "home room." *Klassen* are established in the 5th grade, and a class generally stays together until the students reach the *OBERSTUFE*. In the 5th grade, students begin to take their first foreign language. In the 7th grade they decide on a second foreign language, depending on what the particular school offers. As an example (perhaps the most common case), those who originally started with English continue with French or Latin; and those who took Latin first continue with English. As a rule all the students of a *Klasse* follow the same program, with all courses taken together, as one unit.

This *KLASSENSYSTEM* (class system) has a long tradition in Germany and is considered to have two great advantages. The first is that it creates a bond among the students of a class and thereby helps to create lifelong friendships. This inter-relationship during the important formative years appears to be of great psychological importance to most Germans. It is called *KLASSENGEMEINSCHAFT*.

The second characteristic of the *Klassensystem* in German schools is associated with the *KLASSENLEHRER*, the one teacher who consistently (usually three years) stays with the group until the *Oberstufe*. The *Klassenlehrer* is counselor, mentor, friend and defender as well as teacher of one of the subjects. This relationship is thought to be very important for parents, other teachers and the students; only rarely should a class lose its class teacher.

## ***Oberstufe (grades 11-13)***

At the *Gymnasium* the old Latin names are still in use: e.g. 11. *Klasse*=*OBERSEKUNDA*, 12. *Klasse*=*UNTERPRIMA*, 13. *Klasse*=*OBERPRIMA*. The students are between 16 and 20 years of age.

School reforms changed the structure of the *Oberstufe* (*REFORMIERTE OBERSTUFE*) with the goal of preparing students better for university studies. When the universities could no longer accommodate all qualified candidates, they had to establish various methods to select applicants (limited admission = *numerus clausus*). This new competition at the university entrance level required an adaptation of the school system. A final solution has still not been found, however, and each *LAND* believes in its own variation of the existing system.

With this in mind, the *Oberstufe* generally has the following characteristics: the students are no longer in *Klassen*, but come together in *KURSE* according to the students' choice. Therefore, all the *Klassen*-related aspects are no longer present. The students have a greater choice of subjects than in the *Unter-* and *Mittelstufe*.

There are *PFLICHTFÄCHER* which students have to take (German, Languages, natural and social sciences) and *WAHLFÄCHER* (electives) which they can select themselves; courses will also be offered at different levels like *GRUNDKURSE* (basic) and *LEISTUNGSKURSE* (advanced).

Students are usually highly motivated to receive good grades, as the last two years of the *Oberstufe* count toward the *Abitur* grade and thus toward their future career. For this reason, an *Oberstufe* student may fight even harder for a better grade if he/she feels a teacher has not given a high enough grade on a particular test.

## ***GESAMTSCHULE (Comprehensive School)***

The *Gesamtschule* tries to overcome some of the problems stemming from the traditional triple-category system (*Hauptschule*, *Realschule*, *Gymnasium*), such as the premature determination of a child's career opportunities and the difficulties of transferring to other types of schools. Comprehensive schools group the hitherto separate school forms together and the children attend from the 5th to the 10th or 13th grade, terminating with the respective diplomas.

## ***BERUFSBILDUNG (vocational education)***

*BERUFSBILDUNG* also plays an important role in German secondary education. These programs will not be feasible for children of exchangees, but deserve a bit of explanation nevertheless. Part of this is what is called the *DUALES SCHULSYSTEM*: A combination of on-the-job (practical) training (*LEHRE* or *AUSBILDUNG*) with part-time schooling, compulsory for all adolescents below the age of 18 who do not attend full-time secondary schools of any type. These programs usually take 2-3 years to complete. Full-time vocational schools also exist which may lead to terminal examinations granting access to post-secondary education.

## **B. TERTIARY (HIGHER) EDUCATION IN GERMANY**

The German tertiary (or post-secondary) system is strictly academic with only some resemblance to post-secondary education in the U.S. The following general information will be of special interest to grantees with scholarly projects and corresponding university affiliations.

We will summarize here the system of tertiary education as it has developed in Germany. A complete list of all institutions can be found at [www.kmk.org](http://www.kmk.org).

## 1. STRUCTURE OF GERMAN TERTIARY EDUCATION

Universities (*HOCHSCHULEN*), including arts and music academies, are with just a few exceptions state establishments, which are financed jointly by the *LÄNDER* and the *BUND* (federal government). The *LÄNDER* provide the money for the regular staff and for overhead. The federal authorities contribute towards the costs of university construction and expansion and towards providing universities with large-scale scientific equipment. Full-time university employees are usually employees of the respective *LAND*. The professors are appointed in accordance with a university's recommendation by the Minister of Education of the respective *LAND*. The university is headed by an elected president or rector.

The institutions of higher education contribute to the cultivation and development of the sciences and arts by way of research, teaching and study.

The Federal Framework Act for Higher Education (*HOCHSCHULRAHMENGESETZ*) provides for the representation of university members in various committees organized into four groups: the professors; the students; the lecturers, assistants and academic and artistic staff, and other staff. All of these groups have a seat and a vote in the important university bodies. Professors must, however, have an absolute majority of seats and votes in such bodies.

You will discover that many institutions follow the traditional division into *FAKULTÄTEN* (similar to "School/College of..") while others are organized by *FACHBEREICHE* (corresponding to American departments of individual academic disciplines). Still others combine both forms in a variety of local preferences.

An important development in the German university system concerns the faculty, i.e. the *HOCHSCHULLEHRER*. In most institutions you will deal not only with the traditional professor but also with an *AKADEMISCHER RAT* or *WISSENSCHAFTLICHER MITARBEITER* (in charge of teaching courses). For students' projects and in the context of your Fulbright grant, all university teachers will be of use and assistance. The following forms of universities exist:

## 2. TYPES OF INSTITUTIONS OF HIGHER EDUCATION:

The following definitions may be helpful in understanding German terminology.

*HOCHSCHULE* is the generic term used 1) to refer in general to all tertiary institutions or the higher education system (*HOCHSCHULSYSTEM*) and 2) to designate a particular institution, usually in connection with its location and/or disciplinary specialization.

*UNIVERSITÄT* denotes a doctorate-granting institution. Upon completion of an intermediate examination (*Vordiplom/Zwischenprüfung*) students work towards the final examination, leading to the *DIPLOM*, *MAGISTER ARTIUM*, or the *STAATSEXAMEN*. A *PROMOTION* (Ph.D.) can follow with the consent of a *DOKTORVATER/DOKTORMUTTER*.

*FACHHOCHSCHULE* denotes an institution with emphasis on professional and practical orientation in a specialized area. Upon completion of eight semesters (which may include one or two semesters of practical work integrated into the curriculum), the student receives the *DIPLOM* (FH). These smaller, more specialized institutions enjoy increasing attractiveness.

*UNIVERSITÄT/GESAMTHOCHSCHULE* denotes an institution offering curricula/degree programs of both the "Universität" and "Fachhochschule". Credentials of these institutions should indicate the type of degree program.

*KUNSTHOCHSCHULE* and *MUSIKHOCHSCHULE* offer curricula in the fine arts and music, respectively, or in related professional areas.

**Research Institutions:** Outside of the described system of institutions there are many respected institutions in advanced research only, for example the institutes of the Max Planck Gesellschaft and the Fraunhofer Gesellschaft, as well as several research institutions of federal agencies (*BUNDESFORSCHUNGS-EINRICHTUNGEN*).

**Private Universities:** There are several small private institutions which specialize in particular areas of study (medicine, business administration, law, etc.).

## 3. UNIVERSITY EXPANSION

The traditional German university was equipped for the scientific training of a relatively small number of students. At that time, and until the 1950s, 5-7% of an age group attended the university. Today, however, Germany's democratic society strives for equal educational opportunities for more people. These opportunities are taken advantage of by an ever-increasing number of young people. Today there are more than 1.8 million students at *Hochschulen* in Germany, or approximately 25% of the age group.

The universities accepted this increasing number of students, and are now faced with the problems of "mass study." The length of time needed to complete a program is already longer (due to over-crowded institutions and lack of a strict curriculum) than in many other countries. Now the length of study has increased even

further because of economics and job-finding prospects. The rush for certain fields has, in turn, led to restrictions in admission in fields like medicine, pharmacy, biology, psychology, and architecture. These measures have had an impact on the general atmosphere, on administration, and on the demands on faculty at universities. Federal and *Länder* authorities have invested considerable sums of money into the modernization and expansion of universities. However, much still needs to be done in this area in order to adapt the system to current and especially future demands.

Universities in eastern Germany have undergone a complete reform and operate now along the lines of modern institutes, often with the advantage of a better student-teacher ratio and more modern equipment.

#### 4. ADMISSION AND REGISTRATION

##### Admission

Admission to a German university can be as formidable a hurdle as in the U.S. For Germans, the pressure of obtaining the qualifications for university entrance has been growing as the number of applicants has increased beyond the space available. The term *NUMERUS CLAUSUS (N.C.)* refers to policies of limited admission for overcrowded fields, as mentioned above. In some cases, this may affect the operation of our exchange program, when restrictive measures are applied to foreign students as well as German students. However, because exchange students stay only one year in Germany, and therefore are not degree candidates, the Fulbright Commission usually has less difficulty obtaining admission (*ZULASSUNG/MATRIKULATION*) for its grantees, who are registered as *FULBRIGHT-PROGRAM STUDENTEN*.

##### Important Administrative Offices

**AKADEMISCHES AUSLANDSAMT:** The foreign student office will be the most important administrative office for the student grantees. Its task is to offer help to all foreigners affiliated with the university as well as to advise German students about studying abroad. The functions of the foreign student office are not limited to an advisory capacity. It is an integral part of the university administration, with the power to recommend admission and conduct language examinations. Many of these offices are insufficiently staffed, and it is difficult for them to give complete individual counseling to the many hundreds of foreigners at each university. Nevertheless, they are a main source of advice and assistance in all university and local matters.

**STUDENTENSEKRETARIAT:** The secretariat does most of the clerical and administrative work as it pertains to the enrollment process. It keeps the files of all

students and is in charge of the administration of admissions, registrations, withdrawals and other such matters. Actual matriculation and renewal for further semesters is solely at this office. Keep in mind, however, that the "Office of the Registrar" does not exist in German institutions at all.

##### Registration for Courses (BELEGEN) + BESCHEINIGUNGEN (Course Credit)

Since students at German universities are generally not required to adhere to a fixed curriculum, they have much personal (academic) freedom in choosing lectures and seminars, to some extent in other departments, as well. This is a particularly valuable aspect for foreign students who may be interested in covering a broader range of fields.

The actual course registration is done with the individual instructor, seldom at some central office. It is also the responsibility of the instructor to issue *SCHEINE* (credit) to the student directly for successful participation. Again, no university office collects data or grades on the students' performance. This may appear alien to Americans, but is a standard feature of the German academic system.

**VORLESUNGSVERZEICHNIS (course catalog):** the course catalogue for each semester is published a few weeks before the beginning of the term. Unfortunately, it is not possible for universities or the Commission to send out copies of *VORLESUNGSVERZEICHNISSE* to Fulbrighters. However, soon after arrival in your university town, you should buy a copy at a bookstore for approximately 2-6 Euro; it will be your constant companion throughout the term. Besides listing the courses offered, it is a ready reference source about the administrative and academic set-up of the university; the administrative offices with office-hours and telephone extensions; the names of professors, assistants, and clerical personnel; statistical data; the location of university facilities, the academic calendar with vacations and holidays, and many other pertinent facts. Please check the list of academic terms included here for brief explanations of the terms you will find in the catalog.

Each *INSTITUT* also issues a *KOMMENTIERTES VORLESUNGSVERZEICHNIS*, an updated, detailed course list for the subjects in that field. Updated information may also be found on the university's homepage.

**SCHWARZES BRETT (bulletin board):** Although the *VORLESUNGSVERZEICHNIS* is your main source of information about courses, you shouldn't overlook the various bulletin boards located all over the university. The most important one is, of course, the one located in the seminar or institute with which you will be affiliated. You can obtain not only information about cancelled or added lectures, *SPRECHSTUNDEN* (office hours) and *ANMELDUNG* (registration) for particular

seminar courses not listed in the *VORLESUNGSVERZEICHNIS*, but also news about cultural, academic, or social events organized by the student body or by other organizations. By regularly checking the bulletin board, you will also avoid missing deadlines for registration, payment fees, etc.

## 5. ACADEMIC CALENDAR

The fall term begins at most technical universities and universities around the second week of October (in Bavaria and one or two other *Länder* the first week of November), is interrupted by a two-week Christmas recess, and lasts until the middle of February (in Bavaria, the end of February). Spring vacation (*VORLESUNGSFREIE ZEIT*) gives you plenty of opportunity to travel until the beginning of the summer term in early April, lasting until mid/late July.

The official semester dates, including *Vorlesungsfreie Zeit*:

Wintersemester: 1. October—31. March

Sommersemester: 1. April—30. September

For a detailed schedule, check [www.studentenwerk.de](http://www.studentenwerk.de) or [www.hrk.de](http://www.hrk.de).

## 6. STUDENT ORGANIZATIONS AND EXTRACURRICULAR ACTIVITIES

The extent to which an American Fulbright scholar will be able to make friends among German colleagues is, of course, largely dependent on his/her own personal characteristics. To be an American at a German university is generally an asset since most German students, after a little nudging perhaps, will show considerable interest in your opinions and experiences. Should you not succeed in establishing contacts with your German colleagues in passing, joining one or more student organizations or participating in some of their functions is a fool-proof method of making friends. In the following paragraph, we list some of those student organizations to which you may wish to turn for closer contact.

### **Allgemeiner Studentenausschuß (ASTA)**

The *ASTA* is the official organization of the student government whose members are elected by the student body. In recent years, the *ASTA* has become quite politically active, such that association with *ASTA*-organized activities carries strong political implications and criticism with it at several institutions. Many things are organized by the *ASTA*, but particular mention should be made of the *AUSLANDSREFERAT* (foreign department) which arranges social get-togethers and group excursions for foreign students.

### **Musical groups**

Every German university has an orchestra and a choir that offer splendid opportunities for those who have the ability to participate. It goes without saying that joining a student group of this sort is another way of getting to know your fellow students. Whereas many organizations, in their attempt to "get people together", often create a somewhat awkward atmosphere, an orchestra is occupied with a particular purpose. The creation of friendships is merely a by-product, so to speak, that can develop without any pressure.

### **Political organizations**

There are groups of students who adhere to specific political parties, and groups not associated with any party but generally interested in political and social affairs. While we encourage your interest in the activities of such organizations, we also would like to express a word of warning: Don't let anybody misuse your origin or even your Fulbright grantee status for the promotion of questionable political or economic goals.

### **International organizations**

At most universities, there are a number of student groups which specialize in international relations by paying particular attention to foreign students and their desire to meet Germans. Two of the most wide-spread organizations are the World University Service (*WUS*) and the Internationaler Studentenbund (*ISSF*).

### **Religious Organizations**

Each university has an *EVANGELISCHE* and *KATHOLISCHE STUDENTENGE-MEINDE*, which are sponsored by the respective churches and usually offer a wide variety of activities, including religious services, discussions, and a choir.

### **Returnee Organizations**

Many Germans, professors, students, and teachers, who participated in any of the numerous exchange programs with the United States or other countries, have formed alumni associations with chapters in many parts of Germany. Usually these groups are not directly connected with the university. One of their main goals is to keep in touch with Americans and other foreigners in Germany and to give them the kind of friendly reception that they, as Germans, received abroad.

We would like to strongly recommend the Fulbright Alumni e.V. (Postfach 10 08 65, 60008 Frankfurt/M. [www.fulbright-alumni.de](http://www.fulbright-alumni.de)), whose name is indicative of its goals.

## Fraternities

There has been a certain revival of traditional German student groups, the *VERBINDUNGEN* and *KORPORATIONEN*. These groups can in many respects be compared with American fraternities and offer all kinds of activities; often they even have access to dormitory space.

## Athletics

The athletic department of each university, the *SPORTINSTITUT*, offers many of its facilities to students in other fields for the purpose of recreation or fitness. Although in most cases the athletic part of the university does not compare in size and scope to that of American universities, there are tennis courts, gyms, and swimming pools. You should check the appropriate bulletin board under *Allgemeiner Studentensport* for dates and location for the different sports offered to students. In addition, each city has many sports clubs (*Sportvereine*) that can be joined for whatever purpose or interest for modest fees.

## 7. STRUCTURE OF ACADEMIES OF MUSIC AND ART

Art and music academies are much smaller than universities and less complex in their structure. Instead of the various *FAKULTÄTEN* and their subdivisions into *SEMINARE* and *INSTITUTE*, academies have schools or departments, *SCHULEN* or *ABTEILUNGEN*, each designated for a particular branch of music or art education. Thus, the *OPERNSCHULE* would offer training for opera singers and the *GRAPHIKSCHULE* for students in drawing and design.

The period of classes for the music and art academies usually begins somewhat earlier and admission requirements are stricter; personal auditions are always part of the admission decision. Emphasis is put on a strong and close student-teacher relationship

## A GLOSSARY OF ACADEMIC TERMINOLOGY

### Administrative Offices and Procedures Departments and Courses

**AAA:** Akademisches Auslandsamt

**Akademisches Auslandsamt:** International Office. In most cases they provide information, admission and counseling for foreign students and faculty as well as counseling for German students and faculty on academic opportunities abroad.

**Akademisches Viertel:** The "academic quarter" does not refer to the intellectual part of town but signifies the custom of beginning a course 15 minutes after the hour (i.e. allowing the professor 15 minutes' leeway) and is often abbreviated *c.t.* (*cum tempore*). Courses that begin precisely on the hour are designated *s.t.* (*sine tempore*). Ex.: 9.00 *c.t.*

**Belegen:** The registration for a course within a specified time at the beginning of the semester.

**Bundesausbildungsförderungsgesetz** (better known by its abbreviation **BaFÖG**): About 40% of German students receive support based on this federal law for financial aid to certain groups of needy students in secondary and tertiary education.

**c.t.:** See **Akademisches Viertel**

**Dies academicus:** A sort of "open house" for the public.

**Einschreibung/Einschreiben:** Matriculation/to matriculate, the procedure necessary in order to become a student or "academic citizen" as opposed to Gasthörer.

**Exmatrikulation:** Official release from the university.

**Immatrikulation:** see **Einschreibung**.

**Gasthörer:** A special status which allows non-matriculated persons to attend certain courses, but not for credit.

**Mensa:** A subsidized cafeteria-type eating facility which serves lunches and dinners; often limited service during semester breaks.

**N.N.:** (lat. *nomen nominandum*) This means that the instructor is yet to be appointed; used in course announcements.

**Numerus Clausus (N.C.):** A policy of limited, selected admission in a field of study that is overcrowded.

**Rückmeldung:** Renewal of matriculation (Einschreiben) for the next semester, usually done towards the end of the previous semester.

**Semester:** It is usually used for the period when classes are held (Vorlesungszeit) but also refers to the administrative semester period which consists of two six-month periods.

**Senat:** The university's governing body. It consists of elected faculty members and ex officio members.

**s.t.:** See Akademisches Viertel

**Studentensekretariat:** Office which is in charge of students' matriculation.

**Studentenwerk:** A student service organization that runs various services, e.g. dormitories, cafeterias, sports facilities, etc. Consult the Vorlesungsverzeichnis for the full range of their activities.

**Studienbuch:** Issued by the Studentensekretariat, this booklet contains all official entries and documents to attest to a student's achievements, i.e. language exam passed, authorized field of study, proper periods of exmatriculation, etc.

**Vorlesungszeit:** Period during which classes are held. Usually the Wintersemester runs from mid-October to mid-February; the Sommersemester runs from mid-April to mid-July. The Vorlesungsfreizeit indicates the break between semesters.

## Departments and Courses

**Fachbereich:** Department of an academic discipline.

**Fachschaft:** An student body within a given department/institute. It is officially represented within the student government.

**Fakultät:** At many universities, the administrative unit for related academic disciplines (Fachbereich).

**Geisteswissenschaften:** Humanities (including social sciences) as opposed to Naturwissenschaften (natural sciences).

**Grundstudium:** Describes the phase of introductory courses a student must take before proceeding to a more advanced level. The Grundstudium is often completed with an intermediate exam called Zwischenprüfung or Vordiplom. This should not be translated as "undergraduate" level.

**Hauptseminar:** Upper-level course.

**Hauptstudium:** The phase of study after completion of the Grundstudium and the intermediate exam (see Grundstudium).

**Kolloquium:** A course in the form of a discussion between a professor and advanced-degree students. Usually highly specialized topics are discussed, and the Kolloquium is open only to invited students.

**Lehrveranstaltungen:** Courses of any kind.

**Naturwissenschaften:** The natural sciences (see Geisteswissenschaften).

**Privatissime (pss.; pr.):** A course for advanced students, e.g. a Kolloquium, for which the students need permission from the professor to attend.

**Proseminar:** Introductory level course

**Repetitorium:** A tutorial, especially in law and economics, in preparation for an exam. A fee is often involved.

**Seminar:** **a)** A department: For instance, the German Department is the *Germanistisches Seminar*. **b)** A course. The seminar breaks down into three categories: the Proseminar (for beginners), the Hauptseminar and the Oberseminar. **c)** The institute's library.

**Übung:** Repetition course, usually connected with a Vorlesung.

**Universitätsbibliothek:** or "UB": Central university library.

**Vorlesung:** Lecture course, only offered by full professors.

## University Faculty

**Dekan:** The dean of a particular college within the university. The office is the Dekanat.

**Dozent:** University instructor who has passed the post-doctoral exam of Habilitation.

**Extraordinarius:** (or außerordentlicher Prof.): see Privatdozent/-in.

**Hochschulassistent:** Highest level of the middle-level employees with doctorates.

**Lehrbeauftragte:** Adjunct faculty, often high school teachers hired for special instruction.

**Lehrstuhl:** The departmental "chair" to which a regular professor is appointed.

**Lektor:** An instructor, esp. one employed to conduct language training.

**Ordinarius:** Chairholder.

**Privatdozent: (PD or Priv. Doz.)** A scholar with both doctorate and Habilitation—and thus the right to give lecture courses. A Privatdozent may hold a university post as Wissenschaftlicher Rat or Assistent until offered a tenured chair or serve as adjunct faculty to enrich courses offered by an institute with specialized expertise.

**Professor:** (or **Universitätsprofessor**) A tenured chairholder in a certain field, usually with doctorate and Habilitation.

**Rektor:** The official head of the university; a professor on the faculty usually elected from the ranks of the Ordinarien. Some universities have a Präsident who need not be a professor (instead of a Rektor); both are elected for a certain period of time.

**Wissenschaftlicher Mitarbeiter:** Usually a post-doctorate scholar with a two- to six-year contract, responsible for teaching lower and middle level courses, with independent research work.

**Wissenschaftlicher Rat:** A tenured teacher and/or researcher usually holding a post-doctorate degree, authorized to teach all courses except Vorlesungen.

## Exams and Degrees

**Abitur:** The secondary school-leaving certificate which entitles its holders to university admission or application for admission in numerus clausus fields. Usually granted by a Gymnasium or Gesamtschule.

**Diplom:** An academic degree granted (usually after 8-10 semesters) in studies that do not conclude with the Staatsexamen or the Magister Artium, e.g. math, psychology, etc.

**Doktorand(in):** Doctoral candidate.

**Doktorvater/-mutter:** A doctoral candidate's principal advisor.

**Habilitation:** The post-doctoral degree; normally required for the position of university professor, confers the *venia legendi*—the right to give lectures.

**Klausur:** A supervised, written test.

**Magister Artium (MA):** This degree, originating in the Middle Ages, was revived in Germany in 1957 as a degree for students usually in the natural or social sciences. It is the equivalent of the Staatsexamen and Diplom.

**Promotion:** Granting or receiving the doctoral degree.

**Referendar:** A trainee for an upper-level civil service career who has completed the Staatsexamen. The practical training of the Referendarzeit is rounded off by the Assessorexamen or 2. Staatsexamen, which admits the person to the civil service on a trial basis.

**Rigorosum:** Oral doctoral exam given after the acceptance of the dissertation thesis.

**Schein:** A certificate showing that a student has successfully taken part in a course. Usually graded. The grades comprise 1 - very good; 2 - good; 3 - satisfactory; 4 - passing; 5/6 - failure (no Schein given).

**Staatsexamen:** The state board examination that qualifies students for civil service careers (e.g. teaching, law) or state licensed professions (e.g. medicine, dentistry). Academic equivalent of the Diplom and the Magister Artium.

**Zwischenprüfung** or **Vordiplom:** An exam taken after completion of the Grundstudium; allows students to continue with the Hauptstudium.



## IV. OTHER SPECIALIZED INFORMATION

### A. FAMILY CARE AND SERVICES

#### 1. KINDERGELD

*KINDERGELD* is a monthly child allowance paid by the state (*Land*) to qualifying families. Currently, however, only families who stay longer than a calendar year in Germany are eligible for this benefit. Fulbrighters, unfortunately, are no longer eligible unless they reside in Germany for 12 months or more. If you will be staying 12 months or more, please contact the Commission in this regard.

#### 2. CHILD CARE

Babysitters are not as common and can be expensive (5-10 Euro per hour and up). Watch the newspapers, run your own advertisement, ask your neighbors, or have the courage to ask someone pushing a baby carriage how they handle it. In some cities, you may not be able to find babysitting co-ops at all nor much enthusiasm for starting one. Older children in the neighborhood may take care of the babysitting needs for young German couples. It is also more common for German parents to leave their children at home at a younger age. Many children here, for example, walk to school and ride buses alone at a younger age than American children.

### B. SCHOOLING AND EDUCATIONAL POSSIBILITIES FOR FAMILY MEMBERS

For families with children, the choice of a suitable school is always a difficult issue, especially in a foreign country. There are some possibilities to send your children to American schools in Germany, but most Fulbright families find that these are unusually expensive or impractical alternatives. However, let us draw your attention to the available opportunities.

#### 1. SCHOOLS

##### American schools

The DODDS (Department of Defense Dependent Schools) elementary and high schools were established here for the families of American military personnel.

Tuition is rather high (ca. \$9,000/year for elementary, \$11,200/year for high school) for those not supported by the Department of Defense.

##### International schools

Some cities have international schools. German schools with bilingual classes are available in several cities.

##### Regular German schools

*Grundschule* is for children up to age 10 and you must attend the school in your residence district. For schools beyond the *Grundschule* you have a choice of those within the general vicinity. Admission needs to be clarified with the individual *Schulleiter* (principal).

Based on the experience of former Fulbrighters, we can report that sending your children to a German school is not only a more economical and practical solution, but is also culturally and intellectually rewarding.

##### Foreign Universities and Colleges

At present there are several military-affiliated American universities and colleges in Germany. These institutions exist in accordance with the Status of Forces Agreement and are working on government contract. The courses they offer are available only to military personnel and their family members.

### 2. RECOMMENDATIONS FROM FORMER FULBRIGHT PARENTS

#### Choosing a School

Many Fulbrighters have had common experiences in choosing a school and deciding on what grade in which to enter their children. One observation seems to be particularly prevalent: The choice of a school for a child is sometimes closely associated with social status in German society and a sort of "academic elitism" surrounds the whole concept of the *Gymnasium*. This stems from the fact that the German *Gymnasium* has enjoyed a long and respected history of high standards of education. Today, it is faced with many demands to make this exclusive training more available to a broader range of students. The school reforms mentioned under "Education in Germany" have tried to address and correct this problem and the *Gesamtschule* is one of the results of those attempts. However, tradition strongly resists all efforts to change the system.

With this background information, many Fulbright parents have chosen the *Realschule*, the *Gymnasium* or the *Gesamtschule* for their children, and good experiences have been reported about each type of school. The advantage of the

*Realschule* is that there is often less academic pressure on children (as compared to the *Gymnasium*), leaving the child a bit more time and energy to adapt to a new system and learn the language. Some also feel that the *Realschule* is sometimes more hospitable to foreign children, as not many foreign children attend this type of school.

The *Gesamtschule* may be a good solution for those who look for a school type more similar to the American high school system. In some *BUNDESLÄNDER*, the *Gesamtschule* is the standard type of school; in other states the traditional schools persist as the norm and *Gesamtschulen* are rare. Keep in mind that there may not be all types of schools in your host city.

### Placement of Child

Trying to decide into which grade a child should enter in a German school can be difficult. Some parents have recommended placing a child back a grade from where he/she would be in the U.S. Although some school work may be familiar to them, it gives children a chance to learn the language before too many academic demands are put upon them.

Some parents have also mentioned that bringing samples of your child's school work as well as a few books from the grade your child would be in at home can also be very helpful when trying to place your child. Having these books with you may also be an aid in tutoring your child or in keeping an idea of where your child should be.

### 3. OTHER INFORMATION

- No American-type (yellow school bus) transportation is provided for German students, but they may purchase—or receive for free—special tickets for the local transportation system (*SCHÜLERFAHRKARTE*).
- Each instructor in the school offers a certain number of office hours (*SPRECHSTUNDEN*) during which you may stop in to discuss any matters concerning your child. Find out the *SPRECHSTUNDEN* of your child's instructor or make an appointment.
- Most schools have an *ELTERNABEND* (parents' evening), when the parents can meet with the instructor and talk about the child's progress. Be sure to keep your eyes and ears open for this.
- Many children don't show an interest in learning German while they are still in the U.S. Don't worry too much about this; as soon as children are enrolled in a German school and begin to make German friends, their interest in learning the language and

culture will increase tremendously. Most grantees reported that after about three months their children were speaking German with some ease and understanding almost everything, although they often hide this ability from their own parents.

### 4. ANECDOTE FROM A FORMER FULBRIGHT PARENT

#### Two American Boys in a Bavarian Gymnasium

by Arthur Gross, Munich

*Armed with the address, we sauntered into the SCHULAMT, only to discover that they could provide nothing but advice. We were told that Munich schools were extremely overcrowded, were handed a list of *Gymnasien* with addresses and phone numbers, and were asked to try our luck and return for an EINWEISUNG only if repeated attempts at a number of schools had met with no success. Thus encouraged, we began our search.*

*I am not sure how to describe the options open to families with kids the ages of ours (11 and 15), but with their interests, both a FACHSCHULE (technical school) and REALSCHULE (intermediate school) were automatically eliminated, leaving us with GYMNASIEN (secondary schools, serving as a sort of university preparatory schools) and GESAMTSCHULEN (comprehensive schools), itself no choice either as there is only one *Gesamtschule* in Munich and its continued existence is questioned. A further choice of private schools, an American school and an anthroposophic school, were eliminated both for financial and philosophical reasons.*

*GYMNASIEN: The choice of a Gymnasium in a large city like Munich involved a fairly large number of decisions, some of which, for example location, will be immediately familiar to Americans; others, such as coed or non-coed, will not. We had three major decisions to make. the first was that of the orientation of the school: HUMANISTISCH, NEUSPRACHLICH, MATHEMATISCH-NATURWISSENSCHAFTLICH, MUSISCH, WIRTSCHAFTS-WISSENSCHAFTLICH, etc. Detailed information is necessary here, as the name merely describes the main orientation of the school, which is reasonably obvious. Of greater importance was the choice between schools with **5 or 6-day weeks** (the choice here for most grantee families is easy) and the choice of schools with the **right sequence of foreign language** (in Munich it is either Latin-English or English-Latin; only one school began with French.) Most grantee parents will want the English-Latin sequence so that children in the first years of Gymnasium will have one class in their language. In some cases the teachers use the presence of a native speaker to great advantage, both for the class and the foreign student; for others it can be painful, particularly where the teacher is either not very good in English or resents the presence of a native speaker. We had the latter experience with one child; other families had the opposite*

results, often with the teacher reversing the language of the assignment for the GASTSCHÜLER. Parents with older children might want to choose a different sequence in which the classes have already finished Latin and have started English and French. With some reluctance, we chose a Latin-English sequence so that our younger child could begin Latin.

### **Admission and Placement**

The director and assistant director were not interested in our children's school records, and it soon became apparent that the major question was whether we wanted to enroll them as regular students, in which case they would have had to take an admissions examination (an impossibility with their almost non-existent German), or merely as GASTSCHÜLER. The Gastschüler option was the only one open to us. At any rate, there was no difficulty about enrolling our children the moment it was clear that this was what we wanted and that we were only in Munich for a year. The great advantage of this type of enrollment is that Gastschüler are not graded, eliminating unfair competition and minimizing pressure to perform, something all the parents we know approved of. The disadvantage in the case of our children was that as they improved and were able to participate fully they also wanted to compete and be graded.

The most time-consuming and important decision at this point was the level of placement. This is important not just for the obvious reason of insuring that children fit in at the right age and academic level, but also because it is basically the only time that parents have the opportunity to choose the subjects their children take; once a particular KLASSE is chosen, instruction is uniform. (The first several years at the Gymnasium generally lack so-called electives.) Most American families we talked to enrolled their children in the equivalent level class, i.e. 11th graders in the 11. Klasse, or one or two grades lower.

A final bit of advice for this stage of the placement process: If possible, parents should find out what books, if at all, and what kind of notebooks (there are all kinds, colors and sizes) they have to buy, and what sort of schedule they will have for the first few days of school, including scheduled religious services. Our experience is that even kids with a working knowledge of German will be hopelessly unable to cope with oral instructions of this kind at the beginning of classes. Our first several weeks were spent trying to decipher oral instructions transcribed by a non-native speaker placed in the very back of class, find the required items, and tutor up to six hours a day.

### **Some Major Differences, Their Implications and Practical Suggestions**

- The importance of the "**class system**" in early years in the Gymnasium should be emphasized, in which the class stays together and teachers come to it, i.e. the opposite of what Americans are familiar with. This means that there is no possibility for differentiation of levels and speeds among students. This also gives classes a high degree of cohesion, which may make new students feel unusually isolated. Such customs as WANDERTAGE and KLASSENFAHRTEN are part of the system and can be extensive and expensive. (Our older son went to the Tirol for a week of skiing with his class; we were initially against sending him, but are glad we did, as this week greatly helped his social integration.)

- A corollary to the short school day seems to be relatively larger homework assignments with the particularly German twist that these assignments are expected to be completed with, and often can not be done without, parental assistance.

- **Teacher-Student Relationship.** I am not sure how to describe this with the proper metaphor, but the best I can think of is "guerrilla warfare between two enemy camps". This idea may be latent in classes in America, but it is not the presupposition of the working relationship, as it seems to be in at least some schools in Germany. American students in German schools should be warned about the different situation. Both of our boys were surprised by the attitude of many of their classmates, the high noise level, and the pervasiveness of cheating as part of the system, a pervasiveness which will make itself felt by peer pressure. On the other side of the trench are the teachers, who seem to have their hands full keeping order and imparting subject matter on what frequently seemed to be a carefully prescribed schedule. It should also be noted that grading is extremely tough.

- In Germany the school is not the social center that it is in America. There are almost no clubs (an exception is chess) and no social clubs as in the U.S. Students may make their friends in school, but they do their socializing after and away from it. The only exception (other than Klassenfahrten) seemed to be the extra courses offered at odd times at the end of school—classes in an extra foreign language, individual and group music instruction, art classes, and extra sports. We made a mistake in not enrolling both of our boys in some group activity, particularly sports, which would have greatly facilitated and speeded up their integration into their classes.

## C. CAR-RELATED MATTERS

### 1. ACQUISITION OF AN AUTOMOBILE

#### Buying a European Car in the U.S. with Pick-Up at European Location

Your U.S. car dealer will provide the details of purchase and pick-up procedures. This usually includes license plates and often mandatory insurance through the car company's insurance agency. Please note that the status of these cars never allows you to drive the car in Germany for more than 12 months, otherwise you will lose the special tax status and become subject to German import taxes and car registration.

#### Buying a New or Used Car in Germany

Whether you buy privately or through a dealer, you may wish to take a German friend or colleague along to the dealer or owner. This person is probably more likely to be familiar with German terminology and the usual conditions in a German automobile sales contract. *ADAC (ALLGEMEINER DEUTSCHER AUTOMOBIL CLUB*, the German version and partner of AAA) also offers free copies of a private sales contract, designed to be fair and balanced to serve the interests of both parties.

Before acquiring a used car, you may wish to have the car examined (with approval of the dealer/owner) at a *DAT-SCHÄTZUNGSSTELLE* (in Eastern Germany usually *DEKRA*) for its value and possible defects or weaknesses. The costs of approximately 100 Euro may be a good investment.

On used cars: Check the *TÜV (TECHNISCHER ÜBERWACHUNGSVEREIN*; mandatory biennial safety inspection) and *AU (ABGASUNTERSUCHUNG*; mandatory annual emission control) and be sure the *TÜV* date is at least one year from the day you purchase the car. The *TÜV* inspection does not guarantee that the car will run without faults until the next *TÜV* inspection. It is merely an indication that the car has passed current safety standards. Many used car dealers will give a 3 to 6 month guarantee on their cars—so it pays to do a little shopping around and to insist on a guarantee if you buy from a dealer.

Part of the purchase price of your new or used car (if bought through a dealer) will be a value-added tax (*MEHRWERTSTEUER*), currently at 16%. This money is refunded only in cases where the buyer does not establish residence in Germany (and exports the car within a one-year period). Since Fulbrighters must report their residence in Germany at the *EINWOHNERMELDEAMT* and acquire a valid *AUFENTHALTSBEWILLIGUNG* (residence permit), tax exemptions or refunds generally do not apply. If you have further questions, contact the *Zollamt* (customs office) in your area.

### 2. OWNERSHIP FORMALITIES

There are certain procedures that must be taken care of before you may actually drive your newly purchased car in Germany.

#### Purchase of German Automobile Insurance (KFZ-VERSICHERUNG)

The law requires a certain comprehensive liability insurance coverage (*HAFTPFLICHT*) to protect innocent third parties. Thus, all insurance companies offer the same benefits. However, their service quality and their premiums differ considerably, so, it pays to shop around.

The insurance coverage is always attached to the car and not to the individual driver. That means that you can allow any person with a driver's license valid in Germany to drive your car. If he or she has an accident, your insurance will cover the damage (according to policy and conditions) and you will pay the subsequently higher premiums. You do not have to indicate to the insurance company who will drive, but they want to know who owns the car.

At this point it is advisable to have a letter from your American insurance company verifying your driving record or, if possible, to provide an "accident-free-statement" (i.e. no claims made on your policy). This may save you from having to pay a 175% premium charged to all first-time car insurance holders in Germany. This verification is important to lower your rates. You can even submit it retroactively and have your premiums lowered.

It is necessary to obtain a *DECKUNGSKARTE* ("insurance card form") from the insurance company where you will insure your car before you actually pick up the car. This card guarantees coverage by the insurance company as soon as the car is owned by you. In this way, you are insured even before all the official paperwork is taken care of on your car. You will also need this card in order to register your car at the *STRAßENVERKEHRSAMT* (see following list of terms).

#### Types of Insurance

##### **HAFTPFLICHTVERSICHERUNG** (liability insurance): **mandatory**

This insurance pays for damage to other parties for which the insurance-holder is made responsible. The coverage also includes damage suffered by insurance-holder's passengers (except family members), where the insurance-holder is found to be at fault. If you are involved in an accident which was not your fault, the *HAFTPFLICHTVERSICHERUNG* of the guilty driver will have to pay for your damage.

**TEILKASKOVERSICHERUNG** (Comprehensive insurance, excluding car accident damage): **voluntary**

*Teilkasko* insurance covers damage to your own automobile caused by fire and explosion, theft, storms, or collision with animals (but not birds). Damage caused by a car accident is not covered.

There are two policies: One with a lower premium and a deductible (**SELBST-BETEILIGUNG**) and one, much more expensive, without a deductible. Rates are based on engine power of the car, the amount of the deductible and the driving record of the car owner.

**VOLLKASKOVERSICHERUNG** (Comprehensive, including collision and self-inflicted damage): **voluntary**

*Vollkasko* insurance offers all the advantages of the *Teilkasko* plus insurance for damage to your own car resulting from accidents. This type of insurance is generally purchased by owners of new or very good used cars. The rates depend on type (model) of car and the amount of a deductible and, again, on your "accident-free" driving record.

Each car is classified according to the premium level, although actual premium payments depend on the company's calculation. This classification system helps you to determine whether a particular car is more or less expensive to insure and should be consulted before you make a purchase.

There are other additional insurance benefits that companies may try to sell to you such as *INSASSENUNFALLVERSICHERUNG* (for passengers) or *GEPÄCKVERSICHERUNG* (for luggage).

Please consider carefully what kind of coverage you may need and discuss this extensively with an insurance representative. The information here is not meant to serve as legal advice.

**The Fulbright Commission can assume no responsibility whatsoever in this matter or facilitate lower premiums.**

Let us continue by introducing a few terms that you will probably hear quite often.

**ANMELDEN**—registering your car and getting license plates.

**AUTOKENNZEICHEN**—license plate number.

**DECKUNGSKARTE**—proof from the insurance company that they will provide coverage. You need the card to register your car at the *STRAßENVERKEHRSAMT*. (It can be obtained before you even know what kind of car you are buying.)

**FAHRZEUGSCHEIN**—an excerpt from the *FAHRZEUGBRIEF* that has to be carried with you while driving. It proves that a driver has your permission to use the car. It is also proof of insurance coverage and should be carried with the driver at all times.

**FÜHRERSCHEIN**—driver's license.

**GRÜNE VERSICHERUNGSKARTE**—a small, green card needed as proof that you are insured in other countries. You won't get one automatically; you'll need to ask your insurance company for one. It is free of charge.

**KFZ-STEUER**—a kind of road tax charged when you register your car. It is based on the size of engine and level of pollution control the car has. It may be waived for a certain period of time for new cars with a catalytic converter. Diesel cars are more highly taxed but diesel fuel is the cheapest—by German standards.

**KRAFTFAHRZEUG, KFZ or AUTO**—passenger car.

**KRAFTFAHRZEUGBRIEF**—a document containing car and ownership data. The owner should be in possession of this document for his/her car and should always leave it at home. It should never be left in the car!

**KFZ-VERSICHERUNG**—a contract between you and an insurance company to cover your car.

**NUMMERNSCHILD**—license plate. A pair costs about 25 Euro.

**STRAßENVERKEHRSAMT**—department of transportation.

**UMMELDEN**—transferring ownership from previous to new owner. **ZULASSUNG**—describes the permission to use the car as a result of *Anmelden*.

With the *DECKUNGSKARTE* from your new automobile insurance company, the *KRAFTFAHRZEUGBRIEF*, your passport, your *FÜHRERSCHEIN* and your *EINWOHNERMELDEBESTÄTIGUNG*, you proceed to register your new car in your name at your local *KFZ-ZULASSUNGSSTELLE* at the *STRAßENVERKEHRSAMT* of the *STADTVERWALTUNG* (city administration), generally in the *RATHAUS*. If you purchase your car from a dealer, he/she will be willing to take care of the registration and license plates for you. However, he/she will also charge you a sizable fee for his efforts.

The registration procedure results in a transfer of ownership to you, all necessary documents and license plates to use the car, and the road tax registration. If you think that this sounds complicated, try getting married here!

### 3. DRIVING IN GERMANY

#### Licenses

You may use your American driver's license for up to six months in Germany and renew it for an additional six if you will be staying for less than a year. An international driver's license can be purchased in the U.S. at AAA for about 10-15 dollars (expires after one year) and is valid for all countries. This is the most practical way to be eligible to drive in Europe.

See [www.aaa.com](http://www.aaa.com).

However, if you extend your stay for over a year's time, you need to apply for a German driver's license. Contact the *STRAßENVERKEHRSAMT* (department of transportation) in your city or the U.S. Embassy webpage ([www.usembassy.de](http://www.usembassy.de)) for information about acquiring a German license.

#### On the Autobahn: A Few Tips

- As a courtesy you should change to the left lane to let cars enter from the on-ramp; be extremely careful, as cars may approach with unexpectedly high speeds. Otherwise stay in the right lane except to pass.
- It is generally forbidden to pass on the right on Autobahns.
- One difference about driving in Germany is not only the speed, but also that people drive at more greatly varying speeds on the Autobahn. This kind of stop-and-go driving makes close attention to both the front view and rear-view mirrors essential.
- In case of a breakdown, look for arrows on the white posts lining the road. They'll lead you to the nearest emergency call box, located every 1 1/2 to 3 kilometers along the Autobahn. Lift the handle and an operator will answer. Most of the operators speak English.
- You will be fined if you run out of gas on the Autobahn in Germany. Therefore, always make sure that you fill up with gas before it's too late. One way to avoid frustration from high prices: always get 10 Euros worth of gas.

#### Gasoline

As in the U.S., the price of gasoline varies depending on the gas station (*TANKSTELLE*) and the location as well as the tax and international oil-price situation. (Higher taxes are included in German gas prices than in the U.S.) At the moment (Jan. 2001) prices tend to run around 1.00 Euro/liter for premium leaded (*SUPER VERBLEIT*), 1.10 Euro/liter for unleaded (*BLEIFREI*), 1.05 Euro/liter for super unleaded (*SUPER BLEIFREI*) and 0.85 Euro/liter for diesel. Of course, if you fill up close to or on the Autobahn, prices are quite a bit higher. Prices elsewhere in Europe are similarly high and subject to sudden changes.

#### Safety Precautions

The use of **seat belts** is mandatory in the front seat as well as in the back seat. If you do not make use of your safety belts, you run the danger of invalidating your insurance in the case of an accident, as well as making yourself vulnerable to a fine if caught. **Children under twelve are not permitted to ride in the front seat of the car** unless you use a special seat suited for small children or babies. You have to use the correct safety seat for *all* small children, *in addition* to the normal safety belts. These seats have to conform to new safety laws and can be purchased in most department stores.

A particular hazard of driving in Europe in winter is the danger of icy roads and particularly "black ice," or *GLATTEIS*.

In Germany it is illegal to operate a vehicle if your **blood alcohol level** is 0.5 percent or higher. If you are involved in a car accident, your driver's license will be taken away if your blood alcohol level is above 0.3 percent. **We strongly recommend that you do not drive at all after having consumed any quantity of alcoholic beverages.**

Germans are very sensitive about any damage to their car, so be sure to avoid even touching a bumper with yours when parking. Remember that causing any damage whatsoever to another vehicle is considered an accident and you should not leave the scene until either the owner or a police officer has arrived. Leaving a note on the windshield of the damaged car with your name and phone number is **not** an accepted practice here, and you could be charged with a "hit and run" (*FAHRERFLUCHT*) offense should you do this.

German car stereos (radios) are equipped with *VERKEHRSFUNK*, a decoding device that allows you to tune into stations that broadcast the latest traffic news regularly. After every on-ramp on the Autobahn you will see the blue signs with the FM frequency given. This is very useful to avoid *STAUS* (traffic jams) or even *GEIS-TERFAHRER* (people driving the wrong way on the Autobahn).

Please note that it is not allowed to use a cellular phone while driving or riding a bike unless you use a headset.

**Try to familiarize yourself with the traffic rules of Germany BEFORE driving. You can ask ADAC (see below) for information on German road signs and traffic rules.**

## 6. USEFUL AUTOMOTIVE TERMS

Antifreeze	<b>Frostschutzmittel</b>	Grease	<b>Schmierstoff</b>
Axle	<b>Achse</b>	Handbrake	<b>Handbremse</b>
Brake	<b>Bremse</b>	Heater	<b>Heizung</b>
Brake fluid	<b>Bremsflüssigkeit</b>	Headlight(s)	<b>Scheinwerfer</b>
Brake light	<b>Bremslicht</b>	Hood	<b>Motorhaube</b>
Brake pedal	<b>Bremspedal</b>	Horn	<b>Hupe</b>
Bumper	<b>Stoßstange</b>	Hose	<b>Schlauch</b>
Camshaft	<b>Nockenwelle</b>	Ignition	<b>Zündung</b>
Carburetor	<b>Vergaser</b>	Muffler	<b>Schalldämpfer</b>
Clutch	<b>Kupplung</b>	Neutral	<b>Leerlauf</b>
Coil	<b>Zündspule</b>	Oil	<b>Öl</b>
Crankcase	<b>Kurbelgehäuse</b>	Oil change	<b>Ölwechsel</b>
Crankshaft	<b>Kurbelwelle</b>	Piston	<b>Kolben</b>
Cylinder	<b>Zylinder</b>	Piston ring	<b>Kolbenring</b>
Cylinder head	<b>Zylinderkopf</b>	Radiator	<b>Kühler</b>
Distributor	<b>Verteiler</b>	Rim	<b>Felge</b>
Distributor cap	<b>Verteilerkappe</b>	Shock absorber	<b>Stoßdämpfer</b>
Engine	<b>Motor</b>	Spark plug	<b>Zündkerze</b>
Engine block	<b>Motorblock</b>	Starter	<b>Anlasser</b>
Exhaust pipe	<b>Auspuffrohr</b>	Steering wheel	<b>Lenkrad</b>
Fan	<b>Ventilator</b>	Tail light	<b>Rücklicht</b>
Fender	<b>Schutzblech</b>	Tires	<b>Reifen</b>
Fog light	<b>Nebellampe</b>	Thermostat	<b>Thermostat</b>
Fuel injection	<b>Einspritzung</b>	Transmission	<b>Getriebe</b>
Fuel pump	<b>Benzinpumpe</b>	Trunk	<b>Kofferraum</b>
Fuse	<b>Sicherung</b>	Water pump	<b>Wasserpumpe</b>
Gasoline	<b>Benzin</b>	Wheel	<b>Rad</b>
Gear	<b>Gang</b>	Window	<b>Fenstersheibe</b>
Gearshift	<b>Gangschaltung</b>	Windshield	<b>Windschutzscheibe</b>
Generator	<b>Lichtmaschine</b>		

## 4. GERMAN AUTOMOBILE ASSOCIATIONS

There are several automobile clubs in Germany that help motorists with information on all aspects of car travel and offer breakdown services at home and abroad. These non-profit organizations are obliged to make their services available for everyone, including non-members and members of other automobile associations.

The best-known and most widely used of these is the *ALLGEMEINER DEUTSCHER AUTOMOBILCLUB e.V.*, or *ADAC*. The German equivalent of AAA, *ADAC* is the largest automobile association in Europe and the second largest worldwide. It offers excellent breakdown and technical advisory services as well as extensive travel services (provided by its travel agency) and a monthly magazine sent free to members. If you are a member of AAA in the U.S., you are entitled to some benefits in Germany. For more information, contact the *ADAC* office in your city. ([www.adac.de](http://www.adac.de))

Other German automobile clubs include the *Automobilclub von Deutschland (AvD)*, the *Deutscher Touring Automobilclub e.V. (DTC)* and the *Verkehrsclub Deutschland e.V. (VCD)*, an "alternative" automobile association.

## 5. CAR RENTAL (MIETWAGEN)

Because the costs involved in maintaining a car in Germany are substantial, it is sometimes best to just rent a car for those few long trips you may be planning. Especially if you are traveling with one or more other persons, sharing the cost of rental and gasoline may in some cases be more economical than traveling by train or by air.

Many car rental companies offer a *WOCHENENDTARIF* (weekend rate), so it pays to shop around. Making reservations in the U.S. for car rental in Germany is often less expensive than the German rates; if you are already in Germany and decide to rent one, have a friend call in the U.S., find out prices and reserve for certain dates in Europe. You can also check the internet for the best prices.

All contracts made with car rental firms include liability insurance (*HAFTPFLICHT-VERSICHERUNG*) and comprehensive and collision insurance (*VOLLKASKO*) with a deductible (*SELBSTBETEILIGUNG*), unless you buy a collision damage waiver (*HAFTUNGS-AUSSCHLUß*). Be careful to find out about your risks.

## V. U.S. GOVERNMENT SERVICES IN GERMANY

### A. AMERIKA-HÄUSER AND GERMAN-AMERICAN INSTITUTES

#### AMERIKA-HÄUSER

Amerika-Häuser throughout Germany act as representatives and distributors of American culture here. The forerunners of the Amerika-Häuser were "American Libraries," the first of which opened in Munich in January 1946. These "libraries"—"cultural centers" or "information centers" as they were often called—multiplied throughout Germany and in 1953 they became official field posts of the United States Information Service (USIS), given the task by the American Congress and President Eisenhower to "tell America's story abroad".

Today, Amerika-Häuser, or Amerika-Zentren, serve the German community not only by offering American literature (video and printed media) and numerous reference works, but also by acting as a forum for German-American dialogue. Among the activities sponsored by Amerika-Häuser are theater and film productions, concerts, exhibits and conferences, seminars and lectures on all aspects of American life and German-American relations. They also support activities and functions of other institutions involved in binational exchange, including numerous activities of the Fulbright Commission.

Each Amerika Haus has an Information Resource Center. The Information Resource Centers (IRC) provides access to comprehensive, accurate, and up-to-date information on U.S. society, foreign/security policy, economic affairs, political processes, and culture. Electronic and print resources range from general reference materials to specialized collections of government documents and related material on international relations, the U.S. economy and contemporary American politics and society. Here is a list of Amerika Häuser:

#### **Amerika-Haus Berlin**

Hardenbergstr. 22-24  
10623 Berlin  
Tel: (030) 31107-3  
Fax: (030) 31107-433

#### **Amerika Haus Köln**

Apostelnkloster 13-15  
50672 Köln  
Tel: (0221) 20901-0  
Fax: (0221) 25 55 43

#### **Amerika-Haus Frankfurt**

Staufenstr. 1  
60323 Frankfurt a. M.  
Tel: (069) 971 44 80  
Fax: (069) 72 02 05

## GERMAN-AMERICAN INSTITUTES

#### **Carl-Schurz-Haus Freiburg**

Kaiser-Joseph-Str. 266  
79098 Freiburg  
Tel: (0761) 3 16 47  
Fax: (0761) 3 98 27

#### **Deutsch-Amerikanisches Institut**

Gleissbühlstr. 13  
90402 Nürnberg  
Tel: (0911) 23 069 14  
Fax: (0911) 23 069 23

#### **Amerikazentrum Hamburg**

im Curio Haus  
Rothenbaumchaussee 15  
20148 Hamburg  
Tel: (040) 45 01 04 22  
Fax: (040) 44 80 96 98

#### **Deutsch-Amerikanisches Institut**

Berliner Promenade 15  
66111 Saarbrücken  
Tel: (0681) 3 11 60  
Fax: (0681) 37 26 24

#### **Deutsch-Amerikanisches Institut**

Sophienstr. 12  
69115 Heidelberg  
Tel: (06221) 60 73 15  
Fax: (06221) 60 73 73

#### **Deutsch-Amerikanisches Zentrum**

James-F. Byrnes-Institut e.V.  
Charlottenplatz 17  
70173 Stuttgart  
Tel: (0711) 22 818 0  
Fax: (0711) 22 818 40

#### **Deutsch-Amerikanisches Institut**

Holtenerstr. 9  
24103 Kiel  
Tel: (0431) 55 48 66  
Fax: (0431) 55 54 83

#### **Deutsch-Amerikanisches Institut**

Karlstr. 3  
72072 Tübingen  
Tel: (07071) 3 40 71  
Fax: (07071) 3 18 73

#### **Bayerisch-Amerikanisches Zentrum**

Amerika Haus  
Karolinenplatz 3  
80333 München  
Tel: (089) 55 25 37 0  
Fax: (089) 55 35 78



## B. OTHER ORGANIZATIONS WITH AMERICAN LIBRARIES

### John F. Kennedy-Institut

für Nordamerikastudien  
Freie Universität Berlin  
Lansstr. 5-9  
14195 **Berlin**  
Tel: (030) 838 2703/4  
Fax: (030) 838 2882

### Deutsch-Amerikanische Gesellschaft Deutsch-Amerikanisches Institut e.V.

John F. Kennedy-Haus  
Kasinostr. 3  
64293 **Darmstadt**  
Tel: (06151) 25924

### Stadtbibliothek Essen

Britische/Amerikanische Bibliothek  
Gildehof  
Hollestr. 3  
45127 **Essen**  
Tel: (0201) 88 42 42-0

### Stadtbücherei Marburg

Deutsch-Amerikanisches Bibliothek  
Ketzlerbach 1  
35037 **Marburg**

### Bibliothek der Volkshochschule

DIE BRÜCKE  
Kasernenstr. 6  
40213 **Düsseldorf**  
Tel: (0211) 899 3448

## C. U.S. CONSULATES

### Embassy of the United States Berlin

Consular Section  
Clayallee 170  
14195 **Berlin**  
[www.usembassy.de](http://www.usembassy.de)

Fax: (040) 417 665

### U.S. Consulate General Leipzig

Wilhelm-Seyfferth- Straße 4  
04107 **Leipzig**  
Phone: (0341) 213-840

### American Citizen Services:

Tel: (030) 832-9233  
Fax: (030) 8305-1215

### U.S. Consulate General Munich

Königinstraße 5  
80539 **Munich**  
Phone: (089) 2888-0  
Fax: (089) 280-9998

### U.S. Consulate General Düsseldorf

Willi-Becker-Allee 10  
40227 **Düsseldorf**  
Telephone: (0211) 788-8927  
Fax: (0211) 788-8938

### U.S. Consulate General Frankfurt

Siesmayerstraße 21  
60323 **Frankfurt**  
Telephone: (069) 7535-0  
Fax: (069) 7535-2277

### U.S. Consulate General Hamburg

Alsterufer 27/28  
20354 **Hamburg**  
Tel: (040) 411 71-0

## APPENDIX A: CONVERSION TABLES

### Conversions in the Kitchen

When using German recipes, it would be wisest to invest in some measuring equipment to handle liters and grams. But lacking that, here are figures that will help your figuring:

### DRY Measure Volume

1/2 cup	.136 liters	50 milliliters	3 tpls.
1 cup	.272 liters	100 milliliters	6 tpls.
1 pint	.551 liters	125 milliliters	1/2 cup-2 tsp.
1 quart	1.101 liters	200 milliliters	2/3 cup + 1 T.
		1 liter	1 quart—6 T.

Most dry goods are measured by weight rather than volume (a handy cup—MESS-BECHER—on the market gives markings for various weights of different dry goods). Here is a chart for three commonly used ingredients.

	Shortening	Sifted Flour	Sugar
1 tablespoon	14 grams	8 grams	12 grams
1/4 cup	56 grams	30 grams	50 grams
1/3 cup	75 grams	40 grams	67 grams
1/2 cup	113 grams	60 grams	100 grams
1 cup (16 T.)	225 grams	120 grams	200 grams

### Weight Equivalents

1 ounce	28.35 grams	1 teaspoon	4.9 ml.
1 pound	453.60 grams	1 tablespoon	14.8 ml.
1 gram	.035 ounces	1 cup	.236 liters (or 1/4 liter minus 2 tpls.)
5 grams	.18 ounces		
20 grams	.7 ounces		
30 grams	1.04 ounces	1 quart	.9463 liters (or 1 liter minus 1/4 cup)
50 grams	1.75 ounces		
100 grams	3.5 ounces		
125 grams	4.4 ounces	1/4 liter	1 cup plus 1 T.
150 grams	5.3 ounces	1/2 liter	2 cups plus 2 T.
200 grams	7.0 ounces	1 liter	1.06 quarts (or 4 1/4 cups)
400 grams	14.0 ounces		
500 grams	1.1 pounds		
1 kilo	2.2 pounds		

## WEIGHTS & MEASURES

### Metric Conversion Factors (Approximates)

To metric measure			From metric measures		
When you know	Multiply by	To find	When you know	Multiply by	To find
<b>Length</b>					
inches	2.5	centimeters	millimeters	0.04	inches
feet	30.0	centimeters	centimeters	0.4	inches
yards	0.9	meters	meters	1.1	yards
miles	1.6	kilometers	kilometers	0.6	miles
<b>Area</b>					
sq. inches	6.5000	sq. cm.	sq.cm.	0.16	sq. inches
sq. feet	0.0929	sq. meters	sq. meters	10.8	sq. feet
sq. miles	2.6000	sq. km.	sq.km.	0.4	sq. miles
acres	0.4000	hectares	hectares	2.5	acres
<b>Weight</b>					
ounces	28.00	grams	grams	0.035	ounces
pounds	0.45	kilograms	kilograms	2.2	pounds
short tons (2000 lbs.)	0.90	tonnes	tonnes (1000 kgs)	1.1	short tons
<b>Volume</b>					
teaspoons	5.00	milliliters	milliliters	0.2	teaspoons
tablespoons	15.00	milliliters	milliliters	0.6	tablespoons
fluid ounces	30.00	milliliters	milliliters	0.03	fl. ounces
cups	0.24	liters	liters	4.2	cups
quarts	0.95	liters	liters	1.06	quarts
gallons	3.80	liters	liters	0.26	gallons

### Temperature Conversions

Air C°	F°	Body C°	F°	Oven C°	F°
-20	-4	36.5	97.7	121	250
-15	5	37	98.6	149	300
-10	14	37.5	99.5	163	325
-5	23	38	100.4	177	350
0	32	38.5	101.3	191	375
5	41	39	102.2	204	400
10	50	39.5	103.1	218	425
15	59	40	104.0	232	450
20	68			260	500
25	77			288	550
30	86				
35	95				

To get F°, multiply C° by nine, divide by 5, and add 32.

To get C°, subtract 32 from F, multiply by 5 and divide by 9.

### Gas and Mileage Conversions

Gasoline		Mileage			
		Km.	Miles	Km.	Miles
1 gallon	3.8 liters	1	.62	80	50
1.3 gallons	5 liters	5	3.1	100	62
2.6 gallons	10 liters	10	6.2	120	74
5.2 gallons	20 liters	25	15.5	130	81
13.0 gallons	50 liters	30	19.0	140	87
		40	25.0	150	93
		50	31.0	160	99
		60	37.0	200	124
		70	43.0	500	312

Gasoline consumption of a car is given in liters per one hundred kilometers. An economic consumption is between 7 and 10 liters for 100 kilometers; for any newer model or diesels between 5 and 7 liters.

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