Welcome to Freiburg! After many months of preparation and a long transatlantic journey, you've finally arrived. You are no doubt excited but probably also exhausted, full of anticipation and perhaps also some trepidation. What awaits you here, and what is expected of you? How do you go about settling in? What, where, when, why…?

We are here to answer your questions, guide you through some necessary formalities, and help get you off to a good start in your new home for the academic year 2018-2019. Your welcome package is waiting for you in your mailbox at the AYF program center. It contains an Orientation Schedule with information about upcoming meetings on a number of topics. Not only during Orientation but continuing on through the coming year, we will be happy to answer any questions you may have individually, one-on-one. But with the aim of conveying a fair amount of basic information quickly and avoiding needless repetition, we have compiled this Program Handbook. We trust you will find it to be a useful resource covering a range of questions that are likely to come up.

We went over this Handbook with a fine-tooth comb in the spring of 2018 in an effort to give you entirely up-to-date information. If you find omissions or statements that are outdated or simply wrong, please let us know about them. We will be revising the Handbook again next year, and your input and suggestions are most welcome.

We're glad you're here and sincerely hope you'll have a fabulous year in Freiburg!

Your AYF TEAM
Please Note: A printed copy of this handbook will be provided to you upon arrival in Freiburg.
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Please Note: A printed copy of this handbook will be provided to you upon arrival in Freiburg.

Disclaimer: All prices quoted in the AYF On-Site Program Handbook are for informational purposes only. While we aim to provide information that is accurate and up-to-date, service providers sometimes change prices without advance notice, and in a very few cases we were unable to obtain updated information. Therefore, AYF cannot and does not guarantee the accuracy of specific prices that are mentioned in this handbook.
THE AYF STAFF FOR 2018-2019

Since 1998, Professor Kerstin Barndt has held teaching and research positions in German and Museum Studies at the University of Michigan. She received her MA and PhD in her hometown Berlin from the Freie Universität where she studied literature, philosophy, and linguistics. Before joining the faculty at the University of Michigan, Kerstin taught at the Freie Universität Berlin, at the Universität Hildesheim, and worked at the Deutsches Hygiene Museum in Dresden.

Kerstin’s research and teaching focus on the literary and visual cultures of the long twentieth century, with a current emphasis on museum history and exhibition culture. Her first book, *Sentiment and Sobriety: The New Woman Novel in the Weimar Republic*, explores the intersections between gender history, literary form, and an emerging "middle sphere" in Germany after WWI. Kerstin’s current book manuscript, *Layers of Time: Exhibiting History in Contemporary Germany*, undertakes a journey through a number of new museums, ambitious post-industrial landscape projects, and temporary exhibitions to explore how these sites work through the tensions between national representation and regional revival, globalization, deindustrialization, and migration.

In Freiburg, Kerstin will be accompanied by her husband Johannes von Moltke, who also teaches at the University of Michigan with appointments in the Departments of German and Screen Arts and Cultures. Kerstin and Johannes have two children, Joris (22) and Lena (18). In her leisure time, Kerstin enjoys music, running, and yoga.

For AYF students, Kerstin will teach a course on German and European museum history and memory culture. In the classroom and during fieldtrips to museums in and around Freiburg, we will study different museum genres (art, science, history) and ask how their exhibitions engage visitors via artifacts, narrative, and natural history specimens. We will further ask how museums produce knowledge and pleasure in an informal but highly curated setting, and how they contribute to public memory and history discourses.

Program Director Ulrich (Ulli) Struve joined AYF in 2002. He holds daily office hours to answer questions and to help students find their way around Freiburg and integrate into their new environment. These visible aspects of his work, however, are only part of his portfolio. Most of his time is devoted to numerous invisible tasks to maintain the administrative, academic, and social infrastructure that sustains the program.

Ulli studied German and theology in Marburg, Vienna, and Oxford before spending twelve years in a variety of positions at Princeton University. Having been a study abroad student himself, he understands from first-hand experience the challenges and rewards of going abroad and is eager to help AYF students make the most of their time in Freiburg.

With his wife Katharine Imhof-Struve and his two sons Alexander (16) and Benedict (14), Ulli lives in Emmendingen, just north of Freiburg. In his spare time, he enjoys wood working, listening to music (favorites are renaissance polyphony and acoustic guitar), and reading. His academic interest focuses on the literary and pop-cultural reception of the 19th century "wild child" Kaspar Hauser.
THE AYF OFFICE

Address, Phone and Fax, Printing
The AYF Program Center is located within an arcade building just one block east of the humanities building of the Albert-Ludwigs-Universität. You will find many stores, restaurants, doctor’s offices, and other businesses in the immediate neighborhood. Since it is inside a public arcade building, the walk-through passage can be accessed from two different streets. The AYF location is:

Academic Year in Freiburg
Dietler-Passage
Grünwärderstraße 10-14 / Gerberau 5
79098 Freiburg

The address for the location of the AYF office, however, should not be used to have mail sent there.

Packages and mail as well as registered and certified mail from home should be sent to the university mailing address. A street address needs to be used, however, for all courier and shipping services such as UPS, FedEx, and DHL. Please note the different ZIP codes.

General Mailing Address (central University mail drop, good for all U.S. Postal service mailings):
Academic Year in Freiburg
Albert-Ludwigs-Universität
D - 79085 Freiburg
Germany

Address for use with COURIER and SHIPPING services (UPS, FedEx, and DHL and similar services generally require a street address):
Academic Year in Freiburg
Albert-Ludwigs-Universität - Poststelle
Platz der Universität 3
D - 79098 Freiburg i. Br.
Germany

Alternate address for use with COURIER service or online merchants such as Amazon:
Uni-Poststelle - AYF
Platz der Universität 3
D - 79098 Freiburg
Germany

The Resident Director, Program Director, and student staff have offices at the program center. Their phone and fax numbers are:

Main Office – Ulli Struve 296 21 – 0
Prof. Kerstin Barndt 296 21 – 11
AYF Office Fax 296 21 – 20
Country code Germany and city code Freiburg ++49-(0)761
To call the AYF Office from the U.S., please dial: 011-49-761-296 210
Please Note: A printed copy of this handbook will be provided to you upon arrival in Freiburg.

At the AYF office there is also a **Student Lounge and Resource Room** where you can find a computer and scanner, forms and information about academic matters, as well as extracurricular activities and cultural events in and around Freiburg, including travel books. Student mailboxes are located in the entry hallway to the office. If you are expecting a package or anything valuable in the mail, you should have it sent to the AYF address rather than to your dorm address, because the dorm staff will not accept deliveries on your behalf when you are away for any reason, for instance when you are gone to class or traveling out of town. You are welcome to send and receive faxes at the AYF office. There is a small charge for sending faxes, but no charge for receiving them. You are also welcome to print at the office for a nominal charge per page.

Plan to drop by the AYF office and check your **mailbox** regularly. Internal AYF communications will be distributed through these mailboxes, and general announcements will be posted on the bulletin board in the hallway. Even more important for keeping up to date on AYF matters is checking your e-mail and messages frequently — preferably on a daily basis.

**Our E-Mail Addresses and Homepage URL**

<table>
<thead>
<tr>
<th>Name</th>
<th>E-Mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof. Kerstin Barndt</td>
<td><a href="mailto:barndt@umich.edu">barndt@umich.edu</a></td>
</tr>
<tr>
<td>Ulrich (Ulli) Struve</td>
<td><a href="mailto:ulrich.struve@ayf.uni-freiburg.de">ulrich.struve@ayf.uni-freiburg.de</a></td>
</tr>
<tr>
<td>AYF Homepage</td>
<td><a href="http://www.ayf.uni-freiburg.de">www.ayf.uni-freiburg.de</a></td>
</tr>
</tbody>
</table>

**Office Hours**

During the first week of the Orientation program, there will be no regular office hours because of frequent meetings and events. Subsequently, regular hours are:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mo – Fr</td>
<td>10.00 a.m. – 12.00 p.m.</td>
</tr>
<tr>
<td>Mo – Thu</td>
<td>2.00 p.m. – 4.00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Friday afternoons closed</td>
</tr>
</tbody>
</table>

During semester break and the holiday season, office hours may be reduced. Changes will be announced via e-mail.

"**House Rules**"

The AYF office is located in a building that also houses doctor’s offices and various companies. Please keep noise at a reasonable level. Roller blades are not permitted inside the office, nor are you allowed to bring bikes indoors. And, last but not least, the program center is a smoke free space. Thank you for your consideration and for respecting our house rules.
How to Find Us

In the following Handbook sections on each of the dorms, you can read how to take a streetcar or a bus downtown to the stop named "Bertoldsbrunnen." Exit at Bertoldsbrunnen and turn toward the Martinstor (one of two remaining former city gates, now graced by a picturesque tower), walk toward Martinstor and turn left at the next street which is Grünwälderstraße. Proceed half a block farther along Grünwälderstraße until Dietler-Passage opens up to your right (if you have passed Timberland, you have gone too far). Enter Dietler-Passage, pass through the enclosed court yard, and immediately after the Sushi Bar to your right you will find an entrance to the section of the building which houses, among others, the AYF program center. AYF is located on the third floor on the right and can be reached by elevator or by using the stairs. You will need to ring the doorbell to be buzzed in.
MOVING INTO YOUR DORM ROOM

At the reception center you were presented with the keys for your dorm room. If you are living in the Studentendorf Vauban, the Studentensiedlung am Seepark ("Stusie"), the Studentenhaus OIKOS, Händelstraße, or Stühlinger, your room number consists of six digits, identifying the number of the building, the floor on which your room is located, and the room number itself. For example Sundgaualleee 14–01–12 means Haus 14, (German) first floor (= American second floor), room 12. Among residents of a particular dorm, on the other hand, it is customary to refer to rooms with abbreviated numbers (Händel 205, Stühlinger 102) or a combination of house number and room number split up into two (Haus 14, Zimmer 112).

Checking In and Checking Out

All dorm rooms are furnished, and you should find a pillow and a blanket (or comforter) on the bed. You will find your bed linens in your room. You may request a second set of linens from your dorm's "technical staff worker" (Mitarbeiter des technischen Dienstes), also known as a Werkmeister and customarily referred to as the Hausmeister. A list of Hausmeister and their telephone numbers appears below, on p. 11 and again on p. Error! Bookmark not defined.

We recommend that you contact and introduce yourself to your Hausmeister as soon as it is convenient after moving in. He may have very little to say to you now, but in some cases he may want to explain certain dorm procedures to you in person. Other Hausmeister simply like to be able to recognize and know all the residents in the building(s) they are responsible for. Some (e.g., Herr Frank in Stühlinger) actually require a brief meeting with new international students. At any rate, it is courteous to introduce yourself to your Hausmeister before the need arises to call upon him for assistance with a repair or some other matter.

In your room you will find a folder containing a copy of the "check-out audit" (Abnahmeprotokoll, i.e., a room contents and condition checklist) of your room's previous occupant. Whenever a student moves out of a dorm room, s/he has to make an appointment with the Hausmeister, who will rapidly inspect the room to make sure that it has been cleaned and that all the furnishings and fixtures are intact and functioning before signing off on the departing student's check-out audit. No such procedure is conducted when you move in – there is only a check-out inspection by the Hausmeister, not a check-in inspection. Therefore, be sure to take the time during your first few days in the dorm to examine everything in your room, compare it very carefully with the check-out audit of the last student occupant, and satisfy yourself that the list is accurate. If you detect that anything is missing, broken, or seriously stained or soiled but not marked as such on the departing student’s check-out audit, you should report it at once to your Hausmeister. If you do not do so within one week of moving in, you will be held financially liable for the repair or replacement of any such item when you check out. As part of your rental contract you will receive a price list that shows how much will be deducted from your security deposit for missing or broken items or for repairs and services. Contrary to popular opinion, AYF students are not required to give their rooms a fresh coat of (white) paint prior to departure. Students are also not permitted to paint their rooms in different colors! If your room has been painted a different color, make sure it is noted on the check-out audit and talk to the Hausmeister about it. Otherwise, you may end up having to pay for undoing someone else’s lovingly applied paint job. Also, please note that you cannot move out on a Saturday, Sunday, or legal holiday! This may be an important consideration when booking your flight home to the U.S.

Below, you will find an English translation of the dorm check-out audit form for your reference. This is a universal form used in all Freiburg dorms, and it therefore lists items that may not be
Please Note: A printed copy of this handbook will be provided to you upon arrival in Freiburg.

present in your dorm complex or your particular room. Again, check the form of the former occupant to see precisely what should or should not be in your room. Below you will also find a translation of the official rules and regulations of the Freiburg dorm system.

Please note: You are not permitted to sublet your room independently. If you need to sublet your room at any point or face other housing problems, please speak with Ulli Struve; he will assist you in finding a solution.

Dormitory: ___________________       Room No.: ___________________
Name of Renter: _______________       Check-Out Date: _______________
Moving from: _______________ to _______________
[  ] furnished room       [  ] unfurnished room
[  ] study abroad program / FZ

Check-Out Audit / Invoice

<table>
<thead>
<tr>
<th>Item</th>
<th>verified as intact</th>
<th>condition broken/soiled</th>
<th>deduction (euros)</th>
<th>Item</th>
<th>verified as intact</th>
<th>condition broken/soiled</th>
<th>deduction (euros)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A) Inventory</td>
<td>yes no</td>
<td>yes no</td>
<td></td>
<td>Sconce / Wall Lamp</td>
<td>yes no</td>
<td>yes no</td>
<td></td>
</tr>
<tr>
<td>Table</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Folding Chair / Arm Chair</td>
<td></td>
<td></td>
<td></td>
<td>New Lamp</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Swivel Chair</td>
<td></td>
<td></td>
<td></td>
<td>Desk Lamp</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stool / Chair</td>
<td></td>
<td></td>
<td></td>
<td>Ceiling Light(s)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookcase</td>
<td></td>
<td></td>
<td></td>
<td>Light Bulbs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roll-fronted Cabinet</td>
<td></td>
<td></td>
<td></td>
<td>Storage Cupboard</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cabinet Extension / Built-in Closet</td>
<td></td>
<td></td>
<td></td>
<td>Bath / Shower Stall</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pillow</td>
<td></td>
<td></td>
<td></td>
<td>Built-In Kitchen / Refrig.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comforter</td>
<td></td>
<td></td>
<td></td>
<td>Hotplates / Water Heater</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bed Frame with Board</td>
<td></td>
<td></td>
<td></td>
<td>Curtains / Blinds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mattress</td>
<td></td>
<td></td>
<td></td>
<td>Picture Hanging Strip</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wastepaper Basket</td>
<td></td>
<td></td>
<td></td>
<td>Telephone</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Curtain</td>
<td></td>
<td></td>
<td></td>
<td>Inventory List</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mirror</td>
<td></td>
<td></td>
<td></td>
<td>Electricity - meter reading:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wash Basin</td>
<td></td>
<td></td>
<td></td>
<td>Cold water use - meter reading:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wall Hook</td>
<td></td>
<td></td>
<td></td>
<td>Warm water use - meter reading:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B) For the following complaints, the Euro amounts noted below will be charged or invoiced in accordance with the accrued cost or according to the fee table.

Did not sign up for check-out inspection on time
Room has not been cleaned thoroughly and additional cleaning of room was needed (invoice will follow)
Room was painted insufficiently (invoice will follow)
Check-out inspection could not take place as scheduled because the room was not empty and clean. Technical staff worker had to come another time.
Items that were left behind in the room had to be removed (hourly cost invoice to follow)
Official Rules and Regulations of the Freiburg Dorm System

The room you have rented from Student Services (Studierendenwerk) and its fixtures and furnishings must be treated with due care. Items of furniture, which are numbered according to the room number or with an inventory number, must be present and intact upon check out. Any pieces of furniture missing when the tenant moves out will be replaced at his or her expense.

Please behave in a considerate manner towards other tenants, particularly at night. Refrain from playing musical instruments between 10 p.m. and 7 a.m. stereos, computer speakers, etc. should be played at low volume during this period.

If possible, noise should also be kept to a low level between 1 p.m. and 3 p.m., especially in the new buildings at the Stusie (Stusie Haus 12), for the sake of the many young children who live there (and who take naps). Hammering, drilling, and similar actions are not permitted after 8 p.m. and between 1 p.m. and 3 p.m. These guidelines also apply to weekends and public holidays.

Keeping pets is prohibited. An exception is made for small birds in cages and fish in aquaria.

Tenants must adhere to all fire protection and building code regulations (see the information posted on the Studierendenwerk bulletin board). Storage of highly flammable materials or toxic substances is strictly prohibited in student dormitory buildings and in the surrounding area.

Tenants are responsible for the behavior of their guests. House keys should not be passed on to non-tenants. In the case of lost keys, the Studierendenwerk should be notified immediately.

Tenants are expected to heat and ventilate the rented accommodation appropriately. This notwithstanding, doors and windows are to be kept closed at night, during absences, and in the event of a storm.

In the interest of fire safety, corridors should be kept free of obstacles at all times. Hooks or nails must not be hammered into the walls, since electrical wiring is embedded in all walls and penetrating them could imperil life and limb. In addition, the walls are soundproofed, and nails are likely to damage the sound absorption.

The communal washing machines should be operated with proper care in order to prevent breakdowns and to ensure a lengthy lifespan. Therefore, make sure you have read and understood the instructions for correct operation.

A communal antenna is provided for radios and televisions. The installation of individual outside antennas is prohibited.

Fire extinguishers are also provided. Tenants should familiarize themselves with the functioning of these devices and report any defects immediately.

Please do not dispose of trash in the toilets. The tenant will be held responsible for any costs incurred in removing blockages or any damage caused by negligence on his or her part.

Refrigerators should be cleaned regularly and defrosted every four weeks. Pay phones, telephone card credit-loading machines, etc. should be treated with the same care as your accommodation.
For your security, the entrance door to the dorm building should be kept closed at all times. The *Studierendenwerk* does not provide compensation for stolen or damaged articles. Please use the specially constructed sidewalks and walkways, and refrain from cutting across the lawn. This will help protect the landscaping and limit upkeep costs.

Outside of their regular working hours, the building caretakers (*Hausmeister*) are not responsible for opening doors for people who are locked out. Please do not disrupt or disturb *Studierendenwerk* personnel carrying out their duties. All communal rooms and floors (i.e., communal kitchens, utility rooms, living rooms, etc.) should be treated with care and kept sanitary. Any obstacles that hinder cleaning or objects that constitute fire hazards will be removed at the tenant's expense.

Tenants are required to remove trash from the communal kitchens and place it in the dumpsters provided. The *Studierendenwerk* is entitled to remove any objects/furniture brought in by tenants that are in soiled or unusable condition. This also applies to the communal rooms. Tenants will be charged for any maintenance work/services caused by them, e.g.:

- If the appointment for a check-out audit is not arranged in a timely manner.
- If extra cleaning of rooms is required.
- If a room needs to be repainted due to damage caused by the tenant.
- If maintenance staff or cleaning personnel have to remove objects that are not part of the original room inventory (new furniture, plants, sheets, etc.).
- If the *Hausmeister* has to perform services outside of regular work hours.
- If objects have to be removed from public areas, such as hallways, common rooms, etc.

The *Studierendenwerk* is responsible for billing.

**Reporting Problems / Hausmeister Office Hours**

Always inform the *Hausmeister* in a timely manner if any fixture or furniture in your room or in the common room is broken or malfunctioning and requires attention. Please don't try to repair it yourself; you may be held responsible for damages inadvertently caused by doing so.

You inform the Hausmeister by submitting the following damage notification form (*Schadensmeldung*), provided here for your reference along with a translation.

<table>
<thead>
<tr>
<th>Studierendenwerk Freiburg</th>
<th>Eingang:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anstalt des öffentlichen Rechts</td>
<td></td>
</tr>
<tr>
<td>Meldung von Schäden in den Studentenhäusern</td>
<td></td>
</tr>
<tr>
<td>Bitte helfen Sie dem Studierendenwerk Freiburg bei der Instandhaltung der Studentenhäuser und melden Sie uns auch vermeintliche Bagatellschäden (z.B. tropfende Wasserhähne) sowie Schäden in gemeinsam genutzten Räumen (Küchen, Sanitärbereichen, Flure, etc.). Die Meldung geben Sie bitte bei dem für Ihr Wohnheim zuständigen Hausmeister ab. <strong>Der Durchschlag verbleibt bei Ihnen.</strong></td>
<td></td>
</tr>
<tr>
<td>Name des Meldenden:</td>
<td></td>
</tr>
<tr>
<td>Wohnheim:_______________ Zi./Apt./Whg.-Nr:_______________</td>
<td></td>
</tr>
<tr>
<td>Mir ist folgender Schaden aufgefallen, um dessen Prüfung und Beseitigung ich bitte:</td>
<td></td>
</tr>
<tr>
<td>Schadensort (genaue Angabe v. Stockwerk, Raum, etc.)_______________________________</td>
<td></td>
</tr>
<tr>
<td>Schadensart_____________________________</td>
<td></td>
</tr>
<tr>
<td>_______________________________________________________________________________</td>
<td></td>
</tr>
<tr>
<td>Ich bin damit einverstanden, dass Schäden in meinem Zimmer/Apartment/Wohnung auch während meiner Abwesenheit geprüft und ggf. beseitigt werden:</td>
<td>☐ ja ☐ nein</td>
</tr>
</tbody>
</table>
Please Note: A printed copy of this handbook will be provided to you upon arrival in Freiburg.

Datum:________________  Unterschrift:_____________________________

Schaden geprüft am:_______________  Unterschrift__________________

Schaden behoben am:_______________  Unterschrift__________________

Sonstiges:________________________________________________________________________________

Studierendenwerk Freiburg
Institution of Public Law

Notification of Damage in Residence Halls

Please assist the Studierendenwerk Freiburg in maintaining the Residence Halls by notifying us even of seemingly minor damages (e.g., dripping water faucets) and of damage in communally used rooms (kitchen, bathrooms, hallways, etc.). Please hand in the notification to the Hausmeister responsible for your dormitory. The carbon copy is for your reference.

Name of person reporting damage:_________________________________________________

Dormitory: _______________  Room/Apt./Flat-Nr: _________________________

I have noticed the following damage and would like to request that it be checked and repaired:
Location of damage (exact location: building, floor, room, etc.) ________________________________
Type of damage _______________________________________________________________________
________________________________________________________________________________

I hereby grant permission that damages in my room/apartment/flat may be checked and, if necessary, repaired in my absence:   yes   no

Date: _______________  Signature: ______________________________

Damage checked on:____________________  Signature ________________________

Damage repaired on:____________________  Signature ________________________

Other:______________________________________________________________________________

Students in the Stusie should drop off this form in the mailbox of the Hausmeister who is responsible for their building. During regular office hours, you can also call the Hausmeister.

<table>
<thead>
<tr>
<th>Name &amp; Office:</th>
<th>Responsible for:</th>
<th>Office Hours:</th>
<th>Phone / Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Herr Huber</td>
<td>Haus 10</td>
<td>Mo 9.00-9.30 a.m.  Wed 1.30-2.00 p.m.</td>
<td>769 985 29 <a href="mailto:d.huber@swfr.de">d.huber@swfr.de</a></td>
</tr>
<tr>
<td>Haus 10 EG</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Herr Niedermeier</td>
<td>Haus 14</td>
<td>Mo 1.30-2.00 p.m.  Wed 9.00-9.30 a.m.</td>
<td>769 985 31 <a href="mailto:niedermaier@swfr.de">niedermaier@swfr.de</a></td>
</tr>
<tr>
<td>Haus 14 EG</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Herr Schupp</td>
<td>Haus 24, 30</td>
<td>Mo 9.00-9.30 a.m.  Wed 1.30-2.00 p.m.</td>
<td>769 985 30 <a href="mailto:schupp@swfr.de">schupp@swfr.de</a></td>
</tr>
<tr>
<td>Haus 30 EG</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Herr Scheck</td>
<td>Haus 40, 44, 46</td>
<td>Tue 9.00-9.30 a.m. Thu 1.30-2.00 p.m.</td>
<td>769 985 32 <a href="mailto:scheck@swfr.de">scheck@swfr.de</a></td>
</tr>
<tr>
<td>Haus 46 EG</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Students in the Vauban should report damage by submitting a Schadensmeldung at the administration (Verwaltung) in Haus 154/15. The Hausmeister, Herr Keil and Herr Daiger, have office hours Mo, Fr 8.30 – 9.00 a.m. and Wed 2.00 – 2.30 p.m. Phone: 409 89 16. Email: keil@swfr.de, daiger@swfr.de

Students in OIKOS should report damage by submitting a Schadensmeldung at the VAUBAN administration in Haus 154/15. The Hausmeister, Herr Keil and Herr Daiger daiger@swfr.de, take care of Vauban and OIKOS. They hold office hours Mo, Fr 8.30 – 9.00 a.m. and Wed 2.00 – 2.30 p.m. Phone: 409 89 16. Email: keil@swfr.de, daiger@swfr.de
Please Note: A printed copy of this handbook will be provided to you upon arrival in Freiburg.

**Students in the Wohnheim Stühlinger-Engelbergerstraße** contact Hausmeister Herr Frank. His office is in the basement of Haus 41h, and he has a mailbox there for Schadensmeldungen. Office hours are Mo 1.00 – 2.00 p.m., and Th 8.00 – 9.00 a.m. Phone: 272 016. Email: frank@swfr.de

**Students in the Wohnheim Händelstraße** contact Hausmeister Herr Babes (pronounced Bábesch) if you live in the old building, Herr Wiesler for the new building. Their office is on the ground floor in the main lobby, and the office hours are Mo 8.00 – 9.00 a.m. and Thu 1.00 – 2.00 p.m. Phone: 566 44. Email: babes@swfr.de, wiesler@swfr.de

**Dorm Emergency Contact Information**

For all Freiburg dorms there is an emergency number to call after 5.00 p.m. It is: (0172) 762 8000. This number is for reporting actual dorm-related emergencies (e.g., a broken water pipe).

You can call this number if you lock yourself out. But there is a service charge of EUR 31.00 minimum for any non-emergency call, such as a lock-out call. After 10 p.m. on business days, during the weekend, and on holidays, the charge is EUR 45.00 minimum. There is NO lock-out service between midnight and 7 a.m.

**How to Make a German Bed**

The bed linens (Bettwäsche) you received on arrival are on loan from the Studierendenwerk, and they are to be returned at the end of the year.

If you are not familiar with German Bettwäsche, it typically consists of three pieces: a pillowcase (der Kissenbezug), a flat sheet (das Leinentuch oder das Bettlaken), and a blanket/comforter or duvet/quilt cover (der Bettbezug), which at first glance you may assume is just an oversized pillowcase. Sometimes a set of Bettwäsche also includes a mattress cover (Matratzenschoner).

The Bettbezug is neither a pillow case nor a sleeping bag, so don't crawl inside! Rather, place your blanket or comforter (Steppdecke) inside it. This task may be carried out in a variety of ways. Try your best, don't despair, and just remember: "Wie man sich bettet, so liegt man!" (altes deutsches Sprichwort). Based on centuries of experience, Germans know that there is really just one correct, efficient way to put the cover over the blanket. You are, of course, free to make your bed (or not make it, for that matter) any way you like. If you have already used a duvet (= goosedown comforter) and duvet cover at home, you'll enjoy the advantage of not looking like you're losing a wrestling match with a sheet the first time you attempt to make your bed in the German manner. If you lack such experience, the following instructions by a former AYFer may be of some help.
Step-by-Step Guide to Making a German Bed

Shove the pillow into the pillowcase—simple enough.

Spread the flat sheet over the mattress and tuck the edges under. It takes practice to get the corners looking nice, but you'll soon get the hang of it.

Now the tricky part: turning the Steppdecke and the Bettbezug into one comforter. As daunting as it may seem, it's not really that bad:

DO NOT try to stuff the mattress into the Bettbezug—that's not what it's for.

First, check the seams to make sure the Bettbezug is inside-out. Then reach inside the Bettbezug's open end with both arms and extend your hands to the two far (top) corners, letting the Bettbezug drape over your arms all the way to your elbows or even your shoulders.

With your hands inside the top corners of the Bettbezug, firmly grasp (as if you were wearing mittens) the two corresponding corners of the Steppdecke, and—this is the tricky part—SHAKE your arms back and forth and side to side while continuing to hold the Steppdecke until the Bettbezug drops over it right side out.

Once you get the Steppdecke inside the Bettbezug, you can lay them on the bed and even everything out to make sure that all four corners of the Steppdecke are positioned in the corresponding corners of the Bettbezug. Fertig!

LIVING IN THE STUDENTENSIEDLUNG

Going into Town and Getting Home

To get to the downtown area, go to the stop "Am Bischofskreuz" on Sundgauallee and take streetcar line no. 1 headed east, destination "Littenweiler." Get off at either "Stadttheater / Universitätszentrum" or "Bertoldsbrunnen." The "Stadttheater" stop is closer to the university. The "Bertoldsbrunnen" stop is in the center of town, closer to the AYF program center, and more convenient for department store shopping and Kaiser-Josef-Straße.

To return to the Stusie, take streetcar line no. 1 headed west, destination "Landwasser," and exit at the stop "Am Bischofskreuz." When heading home at night, remember that during the week the last streetcar leaves from the Bertoldsbrunnen stop at 12:30 a.m. From Friday night to Sunday streetcar service is offered 24 hours a day, departing Bertoldsbrunnen every half hour from 1:30 a.m. to 4:30 a.m. Regular day-time service resumes at 5:30 a.m.

Facilities at Stusie

Cable, Computers and Internet Access: All rooms are wired for Internet access, and service in Stusie is provided by Hotzone. Internet service is already part of the rent. Most AYFers prefer wireless access and buy their own router. But it isn’t uncommon for a hallway or an entire flat to
Please Note: A printed copy of this handbook will be provided to you upon arrival in Freiburg.

share a WiFi connection, so it is recommended that you talk to your roommates (Mitbewohner) before purchasing your own router.

Please remember that your computer is directly connected with the Internet when you connect through Hotzone. When you first plug in your computer with a network cable (patch cable) or log on through WiFi, you are automatically sent to a registration page that walks you through the startup process.

If you do not have your own computer or do not want to use the internet connection in your room, there is a computer lab on the ground floor of Haus 50. To get a key, you have to pay a deposit and a moderate usage fee per month. In addition, the Stusie Lounge in Haus 36 (where the Stusie Service Point, Rio Bar, and Stusie Bar are located) is open daily from 7.00 p.m. and has free WiFi. You can get the password from the service desk or when you purchase drinks at the bar.

Television service is available through the Internet provider. Everyone is expected to pay the standard monthly fee for public television programming in Germany regardless of whether they own a TV set (EUR 17.50/month). However, the fee is assessed once per apartment. Whether or not you personally need to pay this television and radio service fee depends on the shape of your dorm unit. If you live in an efficiency apartment by yourself, you definitely do need to pay it. If you live in a 4-person WG and someone else already pays the fee, then you do not pay the fee in addition but share the cost with your WG mate. It is less obvious for people living in larger units (8 rooms on a hallway, for example) whether or not you must pay. For details on how to register see www.rundfunkbeitrag.de. For more information, see this handy memo from the Studierendenwerk https://www.swfr.de/fileadmin/downloads/Wohnen/Formulare/GEZ_Gebuehreninfo.pdf. If you get an invoice regarding the Rundfunkbeitrag, please touch base with Ulli Struve to discuss your specific situation.

Laundry Facilities: Washing machines and dryers are located in each building. To use the machines, you will need to purchase tokens (Waschmarken), which are available for EUR 2.00 each at the Service Point. Tokens for the dryer cost EUR 1.80. It takes one Waschmarke each to wash or dry a load of laundry.

Service Point (Haus 36): Here you can buy Waschmarken for doing your laundry. You can also rent on a short-term basis a number of practical things, like an iron or a mop, but also bicycles and sports equipment. Hours: 7.00 – 9.00 p.m. Mon.-Thurs., 7.00 – 8.00 p.m. Fri.-Sun. as well as school breaks. Examples of items available for rental or free check-out at Service Point (for up-to-date prices, please consult the Stusie ABC (http://www.studentensiedlung.de/service/stusie-abc):

- party room (Alte Bar)
- BBQ grill large or small
- fondue set, waffle iron, huge cooking pot
- vacuum cleaner, iron, ironing board
- mattresses for guests
- VCR, slide projector
- skis, bicycle, sled, volleyball, basketball, soccer ball
- tools

Other Facilities:

- Photo lab in the basement of Haus 12
- Music practice rooms in Haus 36
Party room (Alte Bar) in Haus 36 (see above under "Service Point")
Ride-Share-Information in Haus 20
RioBar and Stusie-Bar in the Service Point, Haus 36
Fitness room in Haus 24
Language Lab in Haus 10
Bicycle repair room in Haus 46
Study rooms in Haus 40 EG and Haus 44 EG (get the key from the Service Point)
Woodworking room in Haus 36
Sewing room in Haus 44

Student Activities at Stusie

Studentensiedlungsverein (Stusie e.V.) is the student government of Stusie and is responsible for handling administrative issues.

Tutore: Student life at Stusie is managed and supervised by "resident assistants," Tutoren, who are generally granted housing extensions to take responsibility for some services. You should talk to them about borrowing keys and equipment. They also organize courses or workshops (Tutore) for all kinds of activities, such as games, sports, dance lessons, cooking lessons, music. Check out the Stusie website see below or consult the bulletin boards at the Stusie.

Stusie e.V. Website: The Stusie e.V. website provides up-to-date information on services and events at Stusie. Visit the website (www.studentensiedlung.de) for more information.

Banking and Shopping near Stusie

Shopping: The nearest shopping area is just across Sundgauallee from Stusie at the Bischofskreuz streetcar stop. There you will find two grocery stores (Edeka is in the building at the corner directly across from the “Am Bischofskreuz” tram stop and Penny is one block in and to the left at the end of the street), a stationery store, a drugstore, a bakery, a butcher, and a flower shop. Also nearby is an Aldi, Rewe, dm, and other stores. To find it, walk down Lehener Straße (adjacent to Haus 14) to the next intersection and turn left, walk one more block to Breisacher Straße and turn right to find Aldi. Along the way you will come across the West Arkaden, a large shopping center with various restaurants worth checking out. Another option is to take streetcar no. 1 one stop further west beyond "Am Bischofskreuz," to the stop named "Betzenhauser Torplatz." There are five grocery stores at this intersection, including one for organic foods, a Postbank (about one block further on foot) and a McPaper office supplies store. For Sunday shopping options, see p. 30.

Banking: A branch of the Volksbank with an ATM is also located at Bischofskreuz next to the Edeka. This ATM accepts CIRRUS and PLUS bank cards. There is also a Sparkasse bank at Bischofskreuz, but you will pay an added service fee of EUR 4 if you use its ATM with a Volksbank card.
LIVING IN VAUBAN

Going into Town and Getting Home
Vauban is on the southern edge of Freiburg. To go into town, go to the stop named "Paula-Modersohn-Platz" right next to the REWE and the Apotheke (pharmacy) and take streetcar no. 3, destination “Haid.” Get off at the "Bertoldsbrunnen" stop, which is the main intersection downtown at Kaiser-Joseph-Straße (city center, shopping, AYF), or at the "Stadttheater" (university). To return to Vauban, take streetcar no. 3, destination “Vauban,” to the stop on “Paula-Modersohn-Platz.” When heading home at night, remember that during the week the last streetcar leaves from the Bertoldsbrunnen stop at 12:30 a.m. From Friday night to Sunday streetcar service is offered 24 hours a day, departing Bertoldsbrunnen every half hour from 1:30 a.m. to 4:30 a.m. Regular daytime service resumes at 5:30 a.m.

Facilities at Vauban
Cable, Computers and Internet Access: All rooms are wired for Internet access, and service in Vauban is provided by Hotzone. Internet service is already part of the rent. Please follow the registration that automatically starts up when you connect your computer with a network cable (patch cable) or WiFi. Most AYFers prefer wireless access and buy their own router. But it isn’t uncommon for a hallway or an entire flat to share a WiFi connection, so it is recommended that you talk to your roommates (Mitbewohner) before purchasing your own router. Please remember that your computer is directly connected with the Internet when you connect through Hotzone. When you first plug in your computer with a network cable (patch cable) or log on through WiFi, you are automatically sent to a registration page that walks you through the startup process.

Television service is available through the Internet provider. Everyone is expected to pay the standard monthly fee for public television programming in Germany regardless of whether they own a TV set (EUR 17.50/month). However, the fee is assessed once per apartment. Whether or not you personally need to pay this television and radio service fee depends on the shape of your dorm unit. If you live in an efficiency apartment by yourself, you definitely do need to pay it. If you live in a 4-person WG and someone else already pays the fee, then you do not pay the fee in addition but share the cost with your WG mate. It is less obvious for people living in larger units (8 rooms on a hallway, for example) whether or not you must pay. For details on how to register see www.rundfunkbeitrag.de. For more information, see this handy memo from the Studierendenwerk https://www.swfr.de/fileadmin/downloads/Wohnen/Formulare/GEZ_Gebuehreninfo.pdf. If you get an invoice regarding the Rundfunkbeitrag, please touch base with Ulli Struve to discuss your situation.

Laundry Facilities: Students living in Haus 17 will find a laundry room in the basement of Haus 16. Students in Haus 2 must go to the basement of Haus 3 to do their laundry. The entrance is on the south side of the building, down the ramp. You pay for the washing machines with your UniCard (Studentenausweis) and each load costs EUR 2.00.

Other Facilities: Vauban is a fairly new dormitory community designed to allow a high degree of independence. Therefore fewer shared facilities are available than, for example, in Stusie. There is a small bar, the VauBar, which is open only on Tuesday and Thursday nights in Haus 4, and music practice rooms are located in the basement of Haus 17. A piano, a drum set, and guitar amplifiers
can be found there. The key for the room can be obtained from the music Tutor by leaving a deposit. Lists of the Tutorate are distributed to Vauban mailboxes in mid-October. There is also a listing at the Tutor office in Haus 4.

Banking and Shopping near Vauban

Shopping: Immediately adjacent to the Paula-Modersohn-Platz tram stop is a Rewe grocery store and an Aldi discount store. Across the street from REWE and half a block toward downtown on the other side of Merzhauer Straße, you will find an Alnatura, a natural food store, and a dm, a Walgreens-type drugstore. If you continue to the next intersection and turn left onto "Alte Straße," you will also find a Treff discount store. An Edeka grocery store is located at the Weddigenstraße stop on the no. 3 line. The Vauban neighborhood has many independently owned, specialized shops, such as a paper goods store, a second-hand clothes store, and cafés and restaurants. Additional shops and a bank are located in Merzhausen, a small community just south of Freiburg. You can either walk there or take bus no. 12 to the stop called "Merzhausen Schule" to go shopping. For Sunday shopping options, see p. 30.

Banking: As mentioned above, there is a bank in Merzhausen. You may find it more convenient, however, to do your banking at the city center locations of the Volksbank on Bismarckallee or at Bertoldsbrunnen. There is a Sparkasse at Paula-Modersohn-Platz across from the Rewe, but you will pay an added service fee of EUR 4 if you use its ATM with a Volksbank card.

LIVING IN STUDENTENHAUS OIKOS

Going into Town and Getting Home

Studentenhaus Oikos is on the southern edge of Freiburg near the Studentendorf Vauban. To go into town, go to the streetcar stop named "Innsbrucker Straße" (the last stop on the no. 3 line) directly south of Oikos and take streetcar no. 3, destination “Haid.” Get off at the "Bertoldsbrunnen" stop, which is the main intersection downtown at Kaiser-Joseph-Straße (city center, shopping, AYF), or at the "Stadththeater" (university). To return to Oikos, take streetcar no. 3, destination “Vauban,” to the last stop, “Innsbrucker Straße.” When heading home at night, remember that the last streetcar leaves the "Bertoldsbrunnen" stop at 12:30 a.m. Get off at "Innsbrucker Straße" (about a ten-minute ride). From Friday night to Sunday streetcar service is offered 24 hours a day, departing Bertoldsbrunnen every half hour from 1:30 a.m. to 4:30 a.m. Regular day-time service resumes at 5:30 a.m.

Facilities at Oikos

Cable and Internet Access: Each room in Oikos is wired for Internet access. The service is provided by MyWire, and Internet service is already part of the rent. Please follow the registration that automatically starts up when you connect your computer with a network cable (Ethernet, patch cable). Most AYFers prefer wireless access and buy their own router. But it isn’t uncommon for a hallway or an entire flat to share a WiFi connection, so it is recommended that you talk to your roommates (Mitbewohner) before purchasing your own router.
Please remember that your computer is directly connected with the Internet when you connect through MyWire. When you first plug in your computer with a network cable (patch cable) or log on through WiFi, you are automatically sent to a registration page that walks you through the startup process.

Television service is available through the Internet provider. Everyone is expected to pay the standard monthly fee for public television programming in Germany regardless of whether they own a TV set (EUR 17.50/month). However, the fee is assessed once per apartment. Whether or not you personally need to pay this television and radio service fee depends on the shape of your dorm unit. If you live in an efficiency apartment by yourself, you definitely do need to pay it. If you live in a 4-person WG and someone else already pays the fee, then you do not pay the fee in addition but share the cost with your WG mate. It is less obvious for people living in larger units (8 rooms on a hallway, for example) whether or not you must pay. For details on how to register see www.rundfunkbeitrag.de. For more information, see this handy memo from the Studierendenwerk https://www.swfr.de/fileadmin/downloads/Wohnen/Formulare/GEZ_Gebuehreninfo.pdf. If you get an invoice regarding the Rundfunkbeitrag, please touch base with Ulli Struve to discuss your situation.

Laundry Facilities: Laundry rooms are located in the basement of Oikos. There are two washers and one dryer. To use the machines, all you need is a UniCard (your Freiburg Student ID) with money on it. You can add money to your card at the Mensa. A load of laundry costs EUR 1.50 to wash or to dry.

Other Facilities: Oikos is a new dormitory designed to allow a high degree of independence. Although there are not any shared facilities at Oikos, in nearby Vauban there is a small bar, the VauBar, in Haus 4, and music practice rooms are located in the basement of Haus 17. A piano, a drum set, and guitar amplifiers can be found there. The key for the room can be obtained from the music Tutor by leaving a deposit. There is a listing at the Tutor office in Vauban Haus 4. It is about a 10 minute walk to Studentendorf Vauban from OIKOS walking directly east on Georg-Elser-Straße.

Banking and Shopping near Oikos

Shopping: The nearest shopping options are located near the Vauban complex; to get there, take the no. 3 streetcar from “Innsbrucker Straße” two stops to “Paula Modersohn Platz” (or walk/bike five minutes along the tram line). For further details, see Vauban shopping options on p. 21 above. For Sunday shopping options, see p. 30.

Banking: As mentioned above, there is a bank in Merzhausen. You may find it more convenient, however, to do your banking at the city center locations of the Volksbank on Bismarckallee (across from the Hauptbahnhof) or at Bertoldsbrunnen. For further details, see Vauban shopping options above.
LIVING AT STUDENTENDORF STÜHLINGER

Going into Town and Getting Home
If you take the pedestrian and biker overpass to the south of the Hauptbahnhof, it’s about a 10 to 15 minute walk downtown from Engelbergerstraße where the Stühlinger dorm is located. If you bike, it takes only five minutes. If you prefer, you can also take a streetcar from the stop named “Eschholzstraße” – lines no. 1, 3, 4, and 5 all stop there and go on to the stop named “Stadttheater” (for the university) or one stop farther to “Bertoldsbrunnen” (for the center of town, AYF, and department store shopping). To return, take line no. 1 to “Landwasser” or “Paduaallee,” no. 3 to “Haid,” no. 4 to “Messe” or no. 5 to “Zähringen,” or “Hornusstraße,” get off at Eschholzstraße, and turn left to return to Engelbergerstraße. When heading home at night, taking public transportation is usually preferable. Please remember that the last weeknight streetcar leaves the “Bertoldsbrunnen” stop at 12:30 a.m. There is also the option of taking the bus line number 14 into town towards the stop “Siegesdenkmal.” From Friday night to Sunday streetcar service is offered 24 hours a day, departing Bertoldsbrunnen every half hour from 1:30 a.m. to 4:30 a.m. Regular day-time service resumes at 5:30 a.m.

Facilities at the Studentendorf Stühlinger
Cable and Internet Access: Each room in Stühlinger is wired for Internet access. The service is provided by MyWire. Internet service is already part of the rent. Please follow the registration that automatically starts up when you connect your computer with a network cable (Ethernet, patch cable). Most AYFers prefer wireless access and buy their own router. But it isn’t uncommon for a hallway or an entire flat to share a WiFi connection, so it is recommended that you talk to your roommates (Mitbewohner) before purchasing your own router.

Please remember that your computer is directly connected with the Internet when you connect through MyWire. When you first plug in your computer with a network cable (patch cable) or log on through WiFi, you are automatically sent to a registration page that walks you through the startup process.

Television service is available through the Internet provider. Everyone is expected to pay the standard monthly fee for public television programming in Germany regardless of whether they own a TV set (EUR 17.50/month). However, the fee is assessed once per apartment. Whether or not you personally need to pay this television and radio service fee depends on the shape of your dorm unit. If you live in an efficiency apartment by yourself, you definitely do need to pay it. If you live in a 4-person WG and someone else already pays the fee, then you do not pay the fee in addition but share the cost with your WG mate. It is less obvious for people living in larger units (8 rooms on a hallway, for example) whether or not you must pay. For details on how to register see www.rundfunkbeitrag.de. For more information, see this handy memo from the Studierendenwerk https://www.swfr.de/fileadmin/downloads/Wohnen/Formulare/GEZ_Gebuehreninfo.pdf. If you get an invoice regarding the Rundfunkbeitrag, please touch base with Ulli Struve to discuss your situation.

Laundry Facilities: There are two washers and a dryer in the basement of each building, and each load of laundry costs EUR 1.50. You can operate the machines with the UniCard.

Other Facilities:
Mu-Dom-Bar
movies (at the Mu-Dom-Bar)
bike repair room/workshop
table tennis
photo lab/darkroom
games, grills, and other rentable items (see signs in the dorm entrance hall or ask at Mu-Dom-Bar)

Banking and Shopping near the Studentendorf Stühlinger

Banking: The nearest Volksbank is the main branch on Bismarckallee, where you will open your account. Go across the overpass at the Hauptbahnhof and take a left. The bank is at the second intersection and visible from the overpass.

Shopping: The two grocery stores closest to the Stühlinger dorm are Edeka on Engelbergerstraße and Penny on Eschholzstraße. To get to Edeka take a right on Engelbergerstraße towards downtown and cross Eschholzstraße. Edeka is on the next block, below the K & U bakery. Just take the elevator down.

To get to Penny take a right on Engelbergerstraße towards downtown and a right on Eschholzstraße. Treff will be on your left behind a gas station. Since you live so close to the city center, you may also consider going to the Norma on Sedanstraße behind Cinemaxx and the UB (University Library) or to any of the other grocery stores downtown. For Sunday shopping options, see p. 30.

LIVING AT THE STUDENTENWOHNHEIM HÄNDELSTRASSE

Going into Town and Getting Home

Händelwohnheim is directly north of Freiburg’s downtown. The easiest way to get into town is to get on the No. 2 streetcar (Direction: „Günterstal”) or the No. 4 streetcar (Direction: “Messe”) at „Okenstraße.” In order to get back to Händelwohnheim, get on the No. 4 or 2 streetcar (Direction Zähringen/Hornstraße) and ride the streetcar to „Okenstraße.” When heading home at night during the week on the No. 4, keep in mind that the last streetcar leaves the “Bertoldsbrunnen” stop at 12:30 a.m. To return home using the No. 5 (Direction Hornusstraße), get off at Komturplatz and remember that the last streetcar departs from “Bertoldsbrunnen” at 12:32 a.m. From Friday night to Sunday streetcar service will be offered 24 hours a day but it is important to remember that even on weekends the No. 5 streetcar line does not run past 1:00 a.m. On weekends after 12:30 a.m. take No. 4 streetcar (Direction Zähringen) as described above.

Facilities at the Studentenwohnheim Händelstraße

Cable and Internet Access: Each room in Händelstraße is wired for Internet access. The service is provided by MyWire. Internet service is already part of the rent. Please follow the registration that automatically starts up when you connect your computer with a network cable (Ethernet, patch cable). Most AYFers prefer wireless access and buy their own router. But it isn’t uncommon for a hallway or an entire flat to share a WiFi connection, so it is recommended that you talk to your roommates (Mitbewohner) before purchasing your own router.

Please remember that your computer is directly connected with the Internet when you connect through MyWire. When you first plug in your computer with a network cable (patch cable) or log
on through WiFi, you are automatically sent to a registration page that walks you through the startup process.

Television service is available through the Internet provider. Everyone is expected to pay the standard monthly fee for public television programming in Germany regardless of whether they own a TV set (EUR 17.50/month). However, the fee is assessed once per apartment. Whether or not you personally need to pay this television and radio service fee depends on the shape of your dorm unit. If you live in an efficiency apartment by yourself, you definitely do need to pay it. If you live in a 4-person WG and someone else already pays the fee, then you do not pay the fee in addition but share the cost with your WG mate. It is less obvious for people living in larger units (8 rooms on a hallway, for example) whether or not you must pay. For details on how to register see www.rundfunkbeitrag.de. For more information, see this handy memo from the Studierendenwerk https://www.swfr.de/fileadmin/downloads/Wohnen/Formulare/GEZ_Gebuehreninfo.pdf. If you get an invoice regarding the Rundfunkbeitrag, please touch base with Ulli Struve to discuss your situation.

Laundry Facilities: There are three washing machines and a dryer on the ground floor, through the door to your right as you walk into the building in Ausgang D. Use your Student ID card to operate the machines. Each load costs EUR 2.00.

Other Facilities: Händelstraße features two music rooms with a piano and a grand piano, a recreation room, and a pottery workshop.

Banking and Shopping near the Studentenwohnheim Händelstraße

Shopping: A large discount-type store called Kaufland is around the corner. Take Händelstraße to the train tracks and go under the bridge. Opposite the park on the other side of the bridge is a large office building, rounded on one side. Beyond this building is the entrance to Kaufland. Groceries are in the basement; beverages and other items are sold on the ground floor. An Aldi discount store is located next to the gas station on Habsburgerstraße. Behind the gas station there is another grocery store, Lidl, and an E-Aktiv Markt is near the streetcar stop named „Hauptstraße.“ For Sunday shopping options, see p. 30.

Banking: There is a branch of the Volksbank at Habsburgerstraße 71, just opposite the streetcar stop named „Hauptstraße.“ You can take streetcar no. 4 there, but it is probably just as quick to walk, given that the „Hauptstraße“ stop is the one right after „Okenstraße.“ Simply walk down Habsburgerstraße toward town to the Volksbank on the left side of the street.
Flea Markets and Second-Hand Items
In Freiburg, it seems there is a flea market (Flohmarkt) taking place somewhere every weekend. At these flea markets you can find everything from bikes to old books to antiques. The flea markets are usually advertised on posters throughout the city and also in the Zypresse, a free newspaper available all over town, which also lists second-hand items for sale. In addition, Zypresse includes job advertisements, apartments for rent, etc. There are also many useful Facebook groups for buying and selling used items such as Used stuff for sale in Freiburg.

Furniture
Your dorm room comes furnished, but even so you will undoubtedly want to buy such things as extra pillows, small lamps, bookshelves, night stands, etc., soon after settling in. All of these are readily available at the downtown department stores Kaufhof and Karstadt, on Kaiser-Joseph-Straße just north of the streetcar stop named „Bertoldbrunnen.“

A less expensive place to shop for household items is IKEA, the Swedish furniture store, which is located at the north end of town. Many furniture items purchased at IKEA require assembly, normally using tools that are supplied with the item itself. Also available at reasonable prices are such goods as bedding and coffee cups (about EUR 2.50 each), plates, and other kitchen items. An added bonus at IKEA is its restaurant and café. At the restaurant you will find the only known place in Freiburg where you are able to get free drink refills (Nachfüllung GRATIS). This is unheard of in Germany, so perhaps it is an ancient Swedish tradition – or a sign of having done business in America. Don’t miss checking out the sign in the café explaining the free drink refills! Back to furniture: to get to IKEA from downtown, board the no. 11 bus at the bus stop in front of the Konzerthaus opposite the train station. Take the bus to its final destination named "IKEA." To return downtown, take the no. 11 bus, destination "Munzingstraße," back to the "Hauptbahnhof" stop.

Bicycles
Freiburg is unquestionably a biker-friendly city. There are bike paths everywhere, and many students bike to the university and all around the city. There are also extensive biking trails (Radwanderwege) throughout the surrounding area. Check the local bookstores for special bike route maps.

If you buy a bike and use it year-round, you will probably save quite a bit of money compared to buying a RegioKarte every month, but with the SemesterTicket it may be a wash. A bicycle is a convenient transportation option, and could be used as an alternative to public transportation, but most students purchase the reasonably-priced Semesterticket in addition to having a bike. And it does get quite cold and wet in winter. See p. 40 below for public transportation options.

There are bike stores all over town, and you will spot them easily during your first explorations of Freiburg. You can also check the yellow pages under "Fahrräder." Department stores such as Kaufhof and Karstadt also sell bikes. But do you really want to buy a new bike? Used bikes are offered for sale on bulletin boards at the university and in the dorms, and listings also appear in Zypresse. Some local bike stores also sell used bikes, and some of these will even buy them back at
Please Note: A printed copy of this handbook will be provided to you upon arrival in Freiburg.

a fair price when you go home. You may want to check out the following stores or search online for Fahrräder Freiburg:
Fahrradladen im Rieselfeld, Rieselfeldallee 18
Fahrradladen im Stühlinger, Egonstraße 13
Fahrradladen in der Wiehre, Konradstraße 9 (especially used bikes)
Fahrrad SB-Markt Zähringen, Zähringer Straße 8
Hild Radwelt, Engesserstraße 9 (a huge selection and decent prices)
Last Minute Bikes, Günterstalstr. 7
Radieschen, Marie-Curie-Straße 1 (in Vauban)

When you buy a bike, make sure you receive the bike pass (Fahrradpass). This is either a leaflet or a small card on which the frame number of your bike, date of purchase, and other details are recorded. This pass is proof that you are not buying a stolen bike (or, at the end of the year, selling a stolen bike). This pass is also very important if your bike gets stolen as it provides a "profile" of your bike to the police and helps expedite the return of your bike to you if the bike is recovered. It is also a good idea to take pictures of your bike.

Bike theft is a serious problem in Freiburg. Always lock your bike securely, frame and wheels. If your dorm has a bike room or bike shed, store the bike there. If you find a place to park your bike overnight with 2 rows of bikes, it is good to park the bike so that the handles are in the center of the pack, especially in Stühlinger where there have been stories of people getting their brakes cut by vandals. Keep the bike pass and the receipt in a safe place with your other documents.

The Deutsche Bahn also auctions off "lost and found" bicycles at their customer parking lot on Wentzingerstraße, underneath Café Velo. To get there go to the west end of the streetcar bridge, which is above the main train station, and go down the stairs at Café Velo. Viewing begins at 12.00 and bidding at 1.00 p.m. The next auction is sometime in March, just in time for spring weather cycling fun. Ask at the train station information point for details and dates.

If you need to repair your bike, you can of course take it to most bike stores, but you may also want to check out Radgeber’s “Selbsthilfewerkstatt” at Habsburgerstraße 9. It has all the tools and even an employee to help you fix your bike yourself for a moderate hourly fee. The Selbsthilfewerkstatt is not open every day – see www.radgeber-freiburg.de for more information. A second option is the Radieschen in Vauban which also offers a “do-it-yourself workshop.” See more on Radieschen at: www.fahrradladen.radieschen-co.de. Many student dorms also have their own bike workshops where older students can help you fix your bike for free. Check signs in your building for more information.

TRASH: SORTING & RECYCLING
(ABFALTRENNUNG)

Most Freiburg residents are keenly attuned to environmental issues, and they seek to avoid wasting resources and polluting the environment. You, too, will be expected to sort and recycle your trash in the following way:

**Gelber Sack** (yellow sack): All metal and "light" plastic packing materials, such as cans, spray cans, yoghurt cups, metal foils, plastic bags, styrofoam, and milk and juice cartons are collected in the Gelbe Tonne/Gelber Sack. Most items in this group will have *der Grüne Punkt* somewhere on the packaging.
Please Note: A printed copy of this handbook will be provided to you upon arrival in Freiburg.

Make sure everything is completely empty; food containers should be rinsed out. (Stusie residents: Deposit these packing materials in one of the green dumpsters with yellow stripes located in front of the dorms and the main parking lot.)

**Papier- und Pappmüll** (paper): For all kinds of paper, e.g., newspapers, magazines, cereal boxes, cardboard, and packing materials. Clean paper only—no coated paper, used kleenex, or pizza boxes! (Stusie residents: Recycle paper in one of the big green dumpsters in front of Haus 40 and 46 and in the main parking lot.)

**Glasmüll** (glass): Consists of non-deposit bottles (*Einwegflaschen*) etc., but not lightbulbs, mirrors, or window panes. Remove metal or plastic caps, and sort by glass color—clear (*"Weißglas"*), green, and brown. Some unusual glass colors (blue or red, for example) do not fit in any of these three categories. Such pieces should be put with the green glass, because it is least sensitive to color contamination in recycling. Since dropping bottles in containers without fail makes quite a racket, deposits are only allowed between 9 a.m. and 5 p.m. on weekdays. (Stusie residents: Deposit glass in the containers in front of Haus 40 and 46 and in the main parking lot.)

**Aluminium** (aluminum): Aluminum can be recycled into the *Gelber Sack* at the AYF office or elsewhere. Aluminum production is extremely energy-intensive; hence recycling aluminum is very much worth the effort.

**Biotonne** (bio-degradable waste): Regular households in Freiburg separate food leftovers, coffee filters, teabags, plants, wet trash, even used tissues by placing them in a brown *Biotonne* for composting. Dorm residents do not separate out this kind of trash but dispose of it with *Restmüll*.

**Restmüll** (remaining trash): Dispose of all remaining trash such as kitchen waste, pizza boxes, and dirty packaging in the *Restmüll* dumpster in front of the dorms. When in doubt about where and how a certain item should be disposed of correctly, go ahead and put it into the *Restmüll*.

**Batteries**: Batteries can be recycled at many grocery stores. There should be a small bin (usually green) labelled *Batterien*, where you can dispose of used batteries. Please do not throw old batteries in the trash. They contain heavy metals and other toxic substances that can be exceedingly harmful to the groundwater. You are also welcome to drop them off at the AYF office.

Regarding cleaning in general, it is important to note that each dorm or *Wohngemeinschaft* within a dorm will have its own system for dividing up cleaning tasks. You will be expected to take your share of the responsibility for cleaning common spaces, such as showers and kitchens. Talk to your hallmates and WG-*Mitbewohner* about how things work in your dorm and in your particular WG. Simply put, you are responsible for maintaining sanitary standards. If you (or others in your WG) don’t maintain reasonable standards, the *Hausmeister* may give your WG a warning to clean up and, should that not yield results, call in a cleaning crew—and send you a bill for it.

Nothing says it better than this drawing from one Freiburg WG.
FOOD SHOPPING

Business Hours
Stores in Germany have fairly restricted hours compared to those in the U.S. Most stores open at 8.00 or 9.00 a.m. Big downtown stores may not open until 10.00 a.m. Many stores and supermarkets in Freiburg close around 8.00 p.m., while a few stores, particularly in the downtown area, stay open until 10.00 p.m. at least on Thursdays and Fridays. On Saturdays, most downtown stores close at 4.00 p.m., and many neighborhood stores close even earlier, around 1.00 or 2.00 p.m. The law was recently changed in Germany and stores are now allowed to remain open until 8.00 p.m. on Saturdays. Virtually all stores are closed on Sundays—except for a smallish grocery store in the basement of the Hauptbahnhof, which is open seven days a week from 5.00 a.m. until midnight.

Learning to cope with the shorter and often seemingly arbitrary opening hours of stores is probably one of the more challenging adjustments you will have to make during your year in Germany. The same holds true for offices, libraries, etc., which are often open only for very limited hours that vary from one weekday to another. It is crucial to plan your day and your errands so you get to places during their business hours. As for groceries, it is best to get into the habit of completing weekend shopping either on Friday or on Saturday morning since stores are usually very busy Saturday evenings with people trying to stock up before Sunday.

In addition to the grocery stores near the various dorms there are also many options to do one’s shopping downtown. This is a convenient way to do your shopping on your trip home from school. Close to the university’s main campus and the AYF office is the Edeka on Eisenbahnstraße (you can get there from the Stadttheater tram stop by either taking a right onto Rotteckring and then taking a left onto Eisenbahnstraße or by cutting through the Karma Public Livingroom walkway from Bertoldsstraße to Eisenbahnstraße and taking a right at the end). There is also a Rewe and Alnatura on Rotteckring at the corner of Friedrichring and another Alnatura on Kaiser-Josef-Straße between Holzmarkt and the Dreisam. There is an Aldi on the lower level of Schwarzwald City just off of Kaiser-Josef-Straße and another Edeka next door on Wasserstraße. There is also a Glaskiste for package free, zero waste groceries and a Norma on Sedanstraße behind the Cinemaxx and Universitätsbibliothek.

Don’t be surprised if the grocery stores seem very small at first. German grocery stores are considerably smaller than those in the US and the ones mentioned are very standard for the US. Rewes and Kaufland tend to be the largest though.

Grocery Stores by Price
"Budget" stores: Lidl, Plus, Aldi, Treff, Penny, Norma

"Higher end" stores: Rewe, Edeka

“Natural food” stores: Alnatura, Reformhaus

You might also be interested in the various farmers’ markets around town, especially for fresh produce. The biggest and busiest one takes place every morning (except Sundays and holidays) on the cathedral square. Another one near downtown is the Stühlinger Bauernmarkt under the streetcar bridge on the Stühlinger side of the train station, 8 a.m. to 1 p.m. Wednesdays and Saturdays.
Out of Milk on Sunday?

After stores close and on Sundays, it is possible to purchase basic food items at gas stations that keep very long hours and at the grocery store in the basement level of the Hauptbahnhof (closes at midnight). Selections are limited and prices are higher, so you may not want to make a habit of shopping there. But it is a convenient backup if you just haven’t gotten around to shopping earlier.

There also is a gas station near almost every dorm, for example the Esso station on Sundgaualle right across from Stusie (one street past “Am Bischofskreuz”). For those in Vauban, there is a nearby gas station, Agip, located about a five to ten-minute walk toward town on Merzhauser Straße, one street past the Peter-Thumb-Straße stop. Stühlinger students turn right on Eschholzstraße and walk about a block and a half. For Händelstraße students, there is a Shell station at the streetcar stop "Okenstraße."

In the city district Stühlinger and in the center there are countless Kneipen, so it is easy to find something warm to eat and something to drink until late at night. The Eschholzstraße is a good starting point. Simply look around you and you will find Kneipen everywhere. The Brennessel is particularly popular with students for its generous portions at relatively low prices, a huge plate of spaghetti for only 1,80€! Also take a look at the grocery selection at the Islamisches Zentrum, Hugstetter Str. 36, open every day of the week, including 9 a.m. to 6 p.m. on Sundays. Of course, the Stühlinger district is most conveniently located for students from the Engelbergerstraße dorm or Stusie.

Not all, but quite a few bakeries across town also open on Sunday mornings.

A Euro for the Shopping Cart

To use a shopping cart in most supermarkets, you will need either a EUR 1 coin or a plastic chip. It is possible to buy a chip in many stores; they are also frequently given away as advertising promotions. This is just a deposit, which you get back when you return the shopping cart. Newer carts also take EUR 2 coins or 50 cent pieces. Baskets are free to use and can often accommodate your needs at the store.

Weigh Your Own Fruits and Vegetables

You weigh your own fruits and vegetables at most supermarkets. Look for a scale in the produce section, place the items you are purchasing on the scale, and press the appropriate button. A small sticker will be printed, which you place either directly on the fruit or on the plastic bag.

Bottle Deposits

Many glass and plastic bottles as well as cans in Germany require a deposit (Pfand) of EUR 0.05 to EUR 0.25. These deposit bottles (Pfandflaschen) or cans are customarily labelled as such on the price sign on the supermarket shelf. You can return Pfandflaschen in virtually all supermarkets, where the area for bottle returns is usually labelled Leergutannahme or Flaschenrückgabe. In most supermarkets the process is automated and a machine processes the returns. You will receive a refund ticket that can be exchanged for cash or applied against your bill at the checkout register. The machines only accept real Pfandflaschen which are not damaged and have intact labels. Bottles without deposit have to be recycled. A deposit for cans, the Dosenpfand, had been introduced as well but the details were a
little murky, and it didn’t work too well. As a result, most producers had simply stopped marketing soda in cans in Germany for a while. Recently, soda cans have been making a comeback to the utter dismay of environmentalists who advocate against their use because aluminum is extremely energy-intensive to produce.

**Bag Your Own Groceries, and Bring a Bag ...**

In German supermarkets, you are expected to bag your own groceries. Most shoppers also bring their own bags or use a backpack or basket. Inexpensive plastic and cloth bags are also available for purchase at the checkout counter. You will be the envy of hurried shoppers and economize as well by bringing your stylish AYF canvas bag along on each shopping trip.

**International Foods, Diet Products, and Organic Options**

Some international products are available in regular supermarkets. Many items common in the U.S. may be difficult to find in Germany, but things like peanut butter and taco seasoning are becoming more widely available, however most AYFers don’t find the German peanut butter satisfactory and will often have it shipped or brought to Germany by family and friends: so pack your Jiffy! International products unavailable in most regular stores may be found at the International Food Center in the Dietler-Passage (off Salzstraße near the Bertoldsbrunnen), in the Markthalle (next to Martinstor), and at Daria (opposite the stop named "Holzmarkt" on streetcar line no. 2, 3, 5). In addition, Rewe in the basement level of Karstadt (on Kaiser-Joseph-Straße) has a reasonable range of international products not available in regular stores.

The selection of diet products, particularly fat-free dairy and baked goods, is more limited than in the U.S. Some supermarkets do carry such products, but it will take some looking to find them. There are also some natural food stores in town, which cater to particular diets. There is for example an Alnatura natural food store on Kaiser-Joseph-Straße 282 on the far side of Martinstor heading away from downtown, one north of Stadttheater near Rotteckringstraße at Fahnenbergplatz 3, and another one in Vauban. Alnatura and most other natural food stores in Freiburg also carry cosmetics and health products that are not tested on animals. There are some organic products (marked “Bio”) available in regular supermarkets. Reformhaus is another natural food option; there is one located in the basement of "Schwarzwald City" just off of Kaiser-Joseph-Straße. Glaskiste on Sedanstraße behind the UB and the Cinemaxx sells natural and cruelty free goods, as well as many vegan products, all without plastic or aluminum packaging. They also sell reusable jars and small cloth bags to put produce in. For a list of local natural food stores go to [www.stadtbranchenbuch.com](http://www.stadtbranchenbuch.com) and enter “Naturkost” in the Was? field and “Freiburg” in the Wo? field.

**Eating Out in Freiburg**

The Freiburg restaurant scene has quite a bit to offer, and there is much to discover. Here are just a few pointers to get you started. As mentioned above, the Brennessel is particularly popular with students for its generous portions at moderate prices (for example, 1.80/3.50 for a huge bowl of spaghetti). The Stühlinger district in general has many restaurants and pubs. Near the university you might check out Euphrat (on Niemensstraße, just around the corner from Schwarzer Kater), a Middle Eastern fast food restaurant. They make excellent vegetarian and non-vegetarian wraps (Yufka) that are very filling and reasonably priced. Expect to wait in line if you go around lunchtime. Also near the university is the popular student restaurant/bar/café Schlappen. They offer lunch specials during the week that are good, filling, and cheap. Café Légère and Art-Café are also both located near the university and regularly have special offers. Uni Café and Schwarzer Kater are also popular with students because of their location and offer a few warm snacks. Schwarzer Kater
has a particularly gut und günstig brunch menu. If you are looking for something a little more upscale, you might check out Omas Küche in the Wiehre neighborhood. Their menu changes according to season but they serve primarily Badische cuisine. For the best sushi outside of Japan try Basho An, but keep in mind that the prices are very high (around EUR 20.00 for a small plate). It is located near the Colombi Hotel. For a less expensive sushi alternative try the Sushi-Bar located in the Dietler-Passage next door to the AYF program center. They offer miso soup, four pieces of sushi, and green tea for EUR 9.50. Harem at Gerberau 7 offers hearty sit-down Turkish food when you’re ready to upgrade from Döner. Markthalle, known to locals and newcomers in the know as the “Fressgässle,” is a food court with international as well as regional food stands, just off of Kaiser-Joseph-Straße right by Martinstor and right next to AYF; we tend to think of it as our very own cafeteria, the Kantine. Martinsbräu is right below it and serves Badisch food.

**BANKING**

The American-style checking account does not exist in Germany. Instead, Germans use a Girokonto, which allows them to pay a bill by making a funds transfer (Überweisung) from one bank account to another as well as automatic repeated funds transfers (Abbuchungen or Einzugsermächtigungen) for regularly scheduled payments.

**Opening an Account (Girokonto, Online Banking)**

AYF has negotiated a special arrangement with the Volksbank of Freiburg for all program participants. Volksbank is a Genossenschaftsbank, which is the equivalent of a credit union. The headquarters at Bismarckallee are open Mo, Tue, We, and Fr 8.30 a.m.-5.00 p.m., and Thu 8.30 a.m.-6.00 p.m. There is also a self-service branch right at Bertoldbrunnen open 24 hours. Smaller branch offices have varying opening hours. All branches have an ATM (Geldautomat) and there is an additional ATM at Martinstor next door to Schlappen and across from the Burger King.

During the Orientation period, students will go to the bank together to open their Girokonten. Once you have opened an account, you can make deposits and withdrawals as well as pay bills within Europe by funds transfer (explained below) at any Volksbank branch or via online banking. This account is set up as an online account and as a Guthaben-Konto. This means it is impossible to overdraw the account. However, it is possible to have transactions and withdrawals fail for lack of sufficient funds and bank charges resulting from such failures can lead to a negative balance. These accounts are free of charge for students under 24 years of age; a monthly fee is levied by Volksbank for any person older than 24.

All AYF students will have online banking with their Volksbank account. Using this service requires a German phone number or the purchase of a little piece of hardware for authentication. More information on banking in general and online banking in particular will be provided during orientation.

**How to Get Cash**

After opening an account, a BankCard / ATM card will be issued to you. You will receive the PIN number (Geheimzahl) at the same time. With this card you will be able to withdraw money from any Volksbank ATM anywhere in Germany as well as from about 18,000 other cooperating German banks (most notably, Raiffeisen, Sparda, and Post-bank).
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Wherever you find the BankCard ServiceNetz logo, you can withdraw money without paying fees; a full list is available on the VB website. You will also be able to withdraw money from the ATMs at other banks, but there is a charge for it (about EUR 3.00-4.00 per withdrawal). Most ATMs in other European countries will accept your Volksbank card; look for the Cirrus or GiroCard symbol. If you travel outside Germany, be prepared: your bank card might not work everywhere and at all times – take some cash or traveler’s checks with you, just in case! Until you receive your bank card, it is possible to withdraw money at the counter of your Freiburg branch office by filling out an Auszahlungs-Quittung. Without your BankCard, you will not be able to make withdrawals outside of Freiburg.

**How to Cancel Your ATM Card**

If you lose your ATM card – or your wallet is stolen – call the phone number listed below to cancel the card. You will be connected to an automated system, so you will need to have your account number available. If this happens to you while you are traveling and you cannot get to your information, contact Ulli Struve or Prof. Barndt for assistance.

The number to call for cancelling a lost or stolen bank is: 116 116, no area code needed – this number works from anywhere in Germany. From outside Germany, call: +49 116 116.

**How to Get Your Bank Statements**

For online banking accounts, statements are archived electronically for 10 years. Nevertheless, it is a good idea to download and archive your statements on your own computer as well in case of later banking disputes.

**How to Pay Bills by Funds Transfer (Überweisung)**

Instead of writing checks, Germans pay bills by funds transfer (Überweisung). In order to send money to another person's or firm's account, you will need only the IBAN (International Bank Account Number) of the person or firm you are paying; this suffices for any transfer within the European SEPA banking area. With these and your own account number, you fill out a transfer request online and authorize the transfer with a transaction number sent to your cell phone. There is a nice demo account available online on the Volksbank website. But if you still find these things puzzling and confusing, you can always ask your bank teller for assistance or speak to Ulli at the AYF office.

**Making Regular Payments by Automatic Funds Transfer**

For repeated monthly payments, such as rent, you will need to give permission for automatic withdrawals (Abbuchung) from your account. You will sign a permission form (Einzugsermächtigung) when you sign your lease during orientation. The Studierendenwerk will then withdraw the money from your account every month, usually on the first to third business day each month. It is your responsibility to make sure that enough money is in your account to cover these withdrawals. If the automatic funds transfer fails because there is not enough money in your account, you will be charged a fee of EUR 6.00 by the bank, and the person / institution attempting to withdraw money from your insufficiently funded account will also be charged a fee (usually between EUR 6.00 and 10.00) which they, in turn, charge to you. After an automatic withdrawal has failed, it is not enough that you deposit more money into your account, because the withdrawal generally will not be...
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repeated. It is up to you to fill out an Überweisungsauftrag to meet the missing payment. If you receive an overdue notice (Mahnung) from the Studierendenwerk, you should go to the bank and make an Überweisung or ask Ulli for assistance. Be sure to bring your bank statements and overdue notice along with you.

**Traveler’s Checks**

You should be aware that traveler's checks in dollars or Euros are not accepted at the overwhelming majority of German restaurants, hotels, and stores. Instead, you have to exchange traveler's checks for cash at a bank.

Traveler's checks can be cashed at any bank and at currency exchange counters in train stations and airports. Keep in mind, though, that many banks and exchanges charge fees for cashing a check in addition to charging an exchange commission for changing dollars into Euros. However, if you cash a traveler's check at the Volksbank Freiburg and inform the teller that you are a Volksbank account holder and a participant in the AYF program, the charges will be reduced. If you have an account at Volksbank you can also exchange currency, which can be helpful when you travel outside of the Euro zone (i.e., you get your British Pounds or Swiss Francs from Volksbank without an additional processing fee before you leave). You can then either exchange the traveler's check for cash or deposit it into your Girokonto. Note: This price break is not available at other Volksbank locations outside Freiburg. Even in Freiburg, it’s best to do this at the headquarters on Bismarckallee, where more staff members are familiar with the AYF program.

**Cashing Checks from the U.S.**

As part of AYF's arrangement with the Volksbank, checks drawn on your personal U.S. bank account (not another person's account!) will usually be credited to your Girokonto about five working days after being deposited—much faster than the normal 4 to 5-week waiting period. There is a fee of EUR 15.00 for this service. Because of this fee, it’s not really worth it for checks of, say, $20 – it may be better to send it to your parents, have them deposit it in your U.S. account, and use your U.S. bank card to withdraw from an ATM. If the amount you are depositing is very large, the bank may refuse to waive the waiting period. Check at the Volksbank before making firm plans to post U.S. checks to your VB account and always allow sufficient time for processing.

**WARNING NOTE:** In some cases, the amount of your personal check converted to Euros is shown as part of your account balance prior to actually being available for withdrawal. The “Wertstellung” date is the relevant date for the actual availability of funds from deposited checks.

**Cirrus and Plus**

Probably the most convenient way to handle cash withdrawals and transfers from the U.S. is to use an ATM debit card for your home checking account. CIRRUS is the most commonly accepted ATM system, and PLUS is gaining in acceptance. You must have an international 4-digit PIN. You MUST also have a chip debit card (EMV chip embedded). You will then be able to withdraw cash (in EUR) from a German ATM and have it debited (in U.S. dollars) to your U.S. account. An ATM card gets you the bank exchange rate and circumvents additional charges imposed for processing checks, but your U.S. bank may charge a service fee for international withdrawals. The upper limit on the amount that can be withdrawn at any one time is established by your U.S. bank, and you should know the figure. It is also important to note that transaction fees are fairly high (some banks charge 3% international transaction fees for ATM withdrawals), and with constantly shifting exchange rates it's not always easy to calculate how much money (in dollars) you are withdrawing.
at any one time. Still, it is very convenient, and many AYF students choose to use this as their primary money transfer option.

**Western Union, Wiring Money**

In the northern part of the Hauptbahnhof (Bismarckallee 7f), there is a Western Union office with all the customary money transfer services. The fees vary depending on the amount being transferred. For some situations, it may be worth considering Western Union.

You can also have money wired directly into your Freiburg bank account. The fees depend largely on your home institution and may not be particularly cheap either, but this can be a very good option if you transfer money on a quarterly rather than on a monthly basis, for example. Ulli Struve can help you prepare routing instructions for your account, if you wish to utilize this option. The necessary form will also be made available in the AYF student Dropbox.

**Credit Cards**

MasterCard is accepted in most department stores and in quite a few smaller shops, too. Visa is accepted in some stores but not nearly as many. At grocery stores, often only the BankCard is accepted, although many larger ones will accept credit cards (e.g., Rewe, Edeka). Inquire at the registers or look at the signage on the door before bringing a cartload of goods to the checkout only to have your credit card refused. Visa, MasterCard, and American Express can be used to obtain cash advances at many banks and ATMs. However, if you can, avoid obtaining a cash advance from your credit card at an ATM. It addition to having high interest rates, cash advances affect your credit score negatively. Always use a debit card at an ATM if possible. Some grocery stores accept American debit and credit cards, and they offer a cash back option, too (e.g., Rewe and Kaufland, perhaps others, too). Again, ask your credit card company for an international 4-digit PIN if you don't already have one (you may not need this, but it is important to check). Also, find out what your credit card company charges for international transactions and cash advances. Larger European cities (not Freiburg) have American Express offices where you can cash a personal check up to $1,000 every 3 to 4 weeks, as long as you are a card holder and have a passport as identification.

**THE GERMAN PHONE SYSTEM**

When calling from other German cities, the area code for Freiburg is 0761. The "0" is omitted when calling from outside of Germany. The international code for Germany is +49. The + indicates the prefix for international calls, which is 011 in the U.S. and 00 in Germany (and many other European countries). On many cell phones it is possible to type the “+” directly. Thus you can reach AYF from America by dialing 011-49-761 (or +49-761) followed by the local number 296 210. When calling Germany from other European countries, dial 00-49-761 and the local number. For cell phones, the first four to five digits function like an area code. Ulli’s cell phone number, for example, begins with 0170. Therefore, he can be reached from the U.S. by dialing 011-49-170-571 88 78.

**Long-distance and International Calls**

When placing a call to a German city outside of Freiburg, you must first dial 0 and the area code (Vorwahl) for the city. To call outside of Germany, you must first dial 00 (or +), then the country
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code, then the area code and number in the country you wish to call. The country code for the U.S. is 1. Thus to place a call to the U.S., you will dial 001 + area code + telephone number.

The cheapest and, among AYF students, most widely used communication options are Skype, FaceTime, Google Hangouts, WhatsApp, and Oovoo. In general, connection speed at all dorms is sufficient for video calls.

### Obtaining and Activating a Cell Phone

During Orientation week, all AYF students who have not already brought a cell phone from the U.S. or purchased a “pre-paid” cell phone from the AYF flea market will have an opportunity to buy a cell phone that suits their needs. Please note that the **AYF Cell Phone Policy** has two components: 1) all AYF students are obliged to have a working cell phone to ensure ready communication in emergency situations, and 2) it cannot be a “branded” cell phone that works only with a cell phone contract (since these contracts often are two-year contracts and hence eminently unsuitable for AYF students), but rather a phone that is “unlocked” or “unbranded” and can be used with a German “pre-paid” plan. If you brought your own cell phone from the U.S., talk to your U.S. carrier prior to departure about using it in Germany and to your fellow AYFers or former AYFers about how to make it work in Germany. For example, if you have a T-Mobile plan, it may be possible to continue with this plan while you are in Europe at no extra charge (you would, however, still use your American number which would work with the online banking features of your Volksbank account, so there are pluses and minuses to consider for this scenario).

We further recommend that you purchase a so-called “Tri-Band Handy,” a cell phone that works in all of Europe and Northern Africa, as well as in the U.S. This should ensure that you can communicate during all your travels, including possible trips home throughout the year. And you will be able to sell these *Handys* (cell phones) to students in the next AYF group!

Once you have purchased a cell phone, you need to pick a German provider. You are free to choose whichever provider you prefer—as long as you purchase a pre-paid or short-term plan and not a two-year contract (this is standard for any offer that involves a “free” cell phone as part of the package!).

One option is to purchase a German SIM card from Aldi for the “Aldi Talk” plan to put in your own unbranded cell phone. The famous discount food store Aldi does not actually run telecommunications services these days, but works as a distributor of discount cell phone services for the large carrier E+. Aldi Talk is a reasonably priced plan that can be expanded with various data plans but one does need to keep track of usage in order not to run out of money and get bumped back into a more expensive option (this has been an issue for people using lots of data).

Vodafone and O2 are the two other major players with stores in downtown Freiburg, and both have prepaid plans that are suitable for study abroad students as well. Vodafone’s prepaid services are offered under the label “CallYa”. The moniker for O2’s prepaid options is “O2 Loop”, but it is best just to search for “prepaid tarife” to find a list of options.

More details are available online at the following websites:

- [http://www.alditalk.de/sued](http://www.alditalk.de/sued)
- [http://www.vodafone.de/](http://www.vodafone.de/) → CallYa / Prepaid
- [https://www.o2online.de/](https://www.o2online.de/) → Tarife → Prepaid-Tarife
- [https://www.t-mobile.de/](https://www.t-mobile.de/) → Prepaid-Tarife
If you bring your own smart phone from the U.S., these and other providers are perfectly good options. If you are not bringing your own phone (or plan to purchase a phone in the AYF flea market), then the main advantage with Vodafone, O2, or Telekom is that they have a broader selection of phones available in the same stores where you can sign up for service. In other words, it is more likely you can turn getting a cell phone and setting it up into a one-stop shopping experience with Vodafone, O2, or Telekom. Aldi will sell you the SIM card and a pre-paid plan but not the phone and the setup can be a bit more cumbersome.

Finally, one word of caution about roaming charges. In Europe, roaming charges for cell phone users have been abolished recently thanks to European Union regulations, but they can still be quite high as compared to the U.S. as soon as you travel outside of the European Union. And they still exist if someone else calls you while you are outside Germany. It is important to note in this context that Switzerland is not part of the European Union. Charges for texting are generally lower. Special travel plans that one can book as an add-on are available. All things considered, while you are traveling, you may want to think of your cell phone as an emergency communication device and not as something designed to chat for an hour about a stunning sunset with your folks back home—or use WiFi at the hostel to check in.

If you have a smart phone, make sure to inform yourself about free messaging options (such as iMessage if you have an iPhone or WhatsApp which is very popular among German students) and set up your phone accordingly. Such apps or services are good ways to stay in touch on the cheap or for free!

Phone Directory
An online telephone directory is available at www.teleauskunft.de.

E-MAIL AND INTERNET
You will automatically be registered as a user with the Freiburg University IT department (Rechenzentrum) and have access privileges to a variety of services such as e-mail, Internet access, Campus Online. Your login (i.e., user ID) and central password will be mailed to you automatically once your enrollment (Immatrikulation) at the university has been processed. This should take about a week after your university enrollment is processed, but it is a function of university administration over which AYF has no control over the exact timing. Once you receive your personal login and password, be sure to change the password and guard it well to prevent identity theft.

Until you receive your personal login and password, it is best to use your regular webmail account at one of the public access stations in the university. There is also a WiFi network at the AYF office, aptly named “AYFoffice”. The access key is available in the office.

Since AYF students are in town for just one year, the great majority of previous program participants have found it convenient to maintain their U.S. e-mail addresses and to use webmail. It is not necessary to have a Uni Freiburg e-mail address in order to make use of the services listed above. It is necessary, however, to activate your Freiburg login for accessing course materials online, getting enrollment certificates, and registering for classes.

Be aware though, unlike at most American universities WiFi at Uni Freiburg cannot be logged onto simply by using your Uni Freiburg user ID and password. You must first set up a VPN with a
password. You can do this with either the Uni Freiburg WiFi or the Eduroam WiFi which is available in Freiburg. Instructions are online at: https://wiki.uni-freiburg.de/rz/doku.php?id=wlan-eduroam, or here: https://myaccount.uni-freiburg.de/uadmin/login. For the myAccount login, select RAS under “password/keyword”, set the new password then go to the dropdown menu and “distribute” the new password. If you already have an Eduroam account from your U.S. university, you can continue to use it in Freiburg.

Since you need internet access to do this, you either need to do it at home or the AYF office, in the library at KG IV or the Uni Bibliothek (where there are public computers).

How to Change Your Password
To fully activate your access to Freiburg university computing resources, you must change your temporary initial password AND register with a current, valid, personal e-mail address. Then you will be sent an e-mail asking you to confirm your personal e-mail address once more. It is vitally important that you complete this three-step process. Several academic departments, notably the German department, conduct course selection and registration online via the central course database, and professors increasingly distribute course readings through university Intranet servers. You will also need this access to get verification of your student status (Studienbescheinigung). To log into either of these systems, your Freiburg user ID and password must be fully functional and activated.

There is a central website for changing passwords: https://myaccount.uni-freiburg.de/uadmin/login

Or click on the menu button “myAccount” on the Rechenzentrum web page at http://www.rz.uni-freiburg.de, which will forward you to the secure server where you can change your initial password. You will have to type in your current password and then pick a new password known only to you.

If you have any trouble at all with this activation and confirmation process, please do not hesitate to ask Ulli or student office staff for help. We’ll be happy to go through it with you.

Internet Pools
You can find Internet “pools” (computer labs) at the following locations on campus:

Rechenzentrum: Hermann-Herder-Straße 10: Internet stations are located in the basement of this building. Open Mo – Fr 7 a.m. - 8 p.m., Sa 9 a.m. – 1. p.m.
KG II has a computer lab on the 4th floor. Open Mo-Fr 9 a.m. to 8 p.m. and Sa 9 a.m. to 12:30 p.m.
The University Library (Universitätsbibliothek/UB) also has computers available and many faculties have their own computer labs which are available to students.
All university buildings have WiFi access, including the Mensa.

More information can be found at http://www.rz.uni-freiburg.de/services/pw/pc/mits/windows-pools.

Computers and Internet Access in the Dorms
All dorms are wired for Internet access, and Internet service is included in your rent. Note that you will NOT be provided with a WiFi router. These can be bought at various stores in the city, including Saturn. You may be able to sign up for additional services, if you wish, such as phone
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service on a landline using VoIP. Freiburg dorms are served by two different providers: Hotzone offers service in the Studentenriedlung and Vauban (www.hotzone.de), and MyWire offers service in Händelstraße, Oikos, and Stühlinger (www.my-wire.de). Internet access is available as a “plug-and-play” service. Please simply follow the instructions for registering that appear automatically after connecting your laptop with a network cable (also known as a patch or Ethernet cable). Using a router cable can result in damage to the Internet wall jack. The connection speed is generally sufficient for using Skype.

American students usually have much higher expectations regarding Internet access and customer service in general. If things don’t work immediately or as seamlessly as they should, it is helpful to keep in mind that you are here to experience life in another country; many aspects of daily life are just different, and some problems will naturally occur from time to time. Also remember that your fellow German students are dealing with these issues as well, so you are most certainly not alone.

Should you experience problems your roommates cannot help you solve, you can contact the service providers directly at one of the following addresses or through contact forms on their websites:

Internetprovider: Firma Hotzone
Phone: (030) 916 845 10
Email: kundenservice@hotzone.de

Internetprovider: Firma MyWire
Phone: (0621) 483 481 60
Email: support@my-wire.de

**POSTAL SERVICE**

**Post Offices**
You will find branch post offices in most neighborhoods in Freiburg. The main post office, the Hauptpost, is near the Stadttheater at Eisenbahnstraße 58-60. The post office branch (Paketshop) closest to the Stusie is at Sundgauallee 15, inside the Frischemarkt Danner. The branch closest to the Vauban is located in Merzhausen at Hexentalstraße 4b. The opening hours at Deutsche Post vary, so it is best to inform yourself about the operating times of your local outlet. All post offices can be found here: [https://standorte.deutschepost.de/Standortsuche](https://standorte.deutschepost.de/Standortsuche)

**Postage Rates**
In comparison to the U.S., postage is a bit more expensive in Germany. The following is a summary of the most important rates:

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard letter (up to 20 grams) within Germany</td>
<td>EUR 0.70</td>
</tr>
<tr>
<td>Postcard within Germany</td>
<td>EUR 0.45</td>
</tr>
<tr>
<td>Airmail postcard to the U.S.</td>
<td>EUR 0.90</td>
</tr>
<tr>
<td>Airmail letter to the U.S.:</td>
<td></td>
</tr>
<tr>
<td>up to 20 grams</td>
<td>EUR 0.90</td>
</tr>
<tr>
<td>up to 50 grams</td>
<td>EUR 1.50</td>
</tr>
<tr>
<td>up to 500 grams</td>
<td>EUR 3.70</td>
</tr>
<tr>
<td>up to 1000 grams</td>
<td>EUR 7.00</td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>Weight Range</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>up to 2000 grams</td>
<td>EUR 17.00</td>
</tr>
<tr>
<td>Airmail package to the U.S.:</td>
<td></td>
</tr>
<tr>
<td>up to 5 kilograms</td>
<td>EUR 37.99</td>
</tr>
<tr>
<td>up to 10 kilograms</td>
<td>EUR 54.99</td>
</tr>
<tr>
<td>up to 20 kilograms</td>
<td>EUR 76.99</td>
</tr>
<tr>
<td>up to 31.5 kilograms</td>
<td>EUR 105.99</td>
</tr>
</tbody>
</table>

Don’t forget to put an airmail sticker (Luftpostaufkleber) onto postcards and letters to the U.S. These are available at the post office free of charge. Prices are of course higher for heavier letters and packages, so don’t hesitate to go to the counter and get items weighed.

There is also a special reduced rate for shipping books overseas, the so-called “M-Beutel.” This shipping option involves, quite literally, a big bag or sack for mailing books, and only books. To prevent damage to your books, it is highly recommended that you pack them in boxes first. Label each box individually with your address before placing them in the big mailing bag (in case the bag rips, so that the boxes can be shipped to you anyway!). Since “M-Beutel” are by no means a standard household item, the AYF office offers appropriate mailing bags for sale at cost. Rates for the “M-Beutel” are as follows: Each kilogram costs EUR 5.00 / EUR 4.00 (“Economy”), the minimum charge is EUR 10.00 per shipment, and the maximum weight is 30 kilograms.

**LOCAL TRAVEL WITH TRAMS & BUSES**

**The One-Month Pass (RegioKarte) and the SemesterTicket**

The normal fare for a single trip on the streetcar (Straßenbahn) or bus is EUR 2.30. A single trip is defined as a one-way trip to any destination within Freiburg – you can transfer onto other streetcars or buses on the same ticket, but you must do so uninterruptedly, not with a one-hour break. For example, if you are at Bertoldsbrunnen and want to go to IKEA, you can buy one ticket and take streetcar no. 1 to the stop named “Hauptbahnhof,” get out there, and transfer to bus no. 11 to IKEA, all on the same ticket. You cannot go in one direction and then turn around and return in the opposite direction (e.g., dorm to downtown, downtown back to dorm) on one ticket.

You can buy tickets at machines located at major stops (Hauptbahnhof, for example) or from the machines located on each streetcar and bus. If you purchase a ticket directly from the driver or bring a multi-trip ticket, it must be validated by stamping it in one of the red boxes.

As a student with a valid student ID card (which can be from your home university!), you are entitled to purchase a one-month pass, a RegioKarte für Auszubildende, available at the reduced price of EUR 41.00. The RegioKarte for September will be waiting for you at the reception center. Even more affordable than the RegioKarte is the six-month SemesterTicket, which costs only EUR 94.00 and is valid from October 1, 2017, through March 31, 2018, and from April 1, 2018 to September 30, 2018, respectively.

The RegioKarte and SemesterTicket are valid not just in the city, but also on buses, streetcars, and local commuter trains (Nahverkehr) in the entire region around Freiburg. Thus you may find the RegioKarte useful for weekend trips and excursions into the Black Forest. (The Schauinsland cable car is not included in the RegioKarte, but you will get a reduced fare on it, too, if you show your RegioKarte.) Most streetcar and bus stops have detailed maps showing the specific area where the RegioKarte is valid. During the month of September, when you have a RegioKarte, you can even travel further afield after 2 p.m. on week days and all day on the weekend and on holidays— for
example, all the way to Basel Badischer Bahnhof, which is not possible with the Semester Ticket. For more information on these special options associated with your September Regio Karte, check online at www.fanta5.com.

If you plan to use your Regio Karte to get to areas outside of the Freiburg city limits, **pay close attention to the type of train you are boarding.** The Regio Karte and Semester Ticket are good only on local commuter trains (Regional züge), but NOT on intercity or other long-distance trains (Fernbahnen) such as the ICE.

At the reception center you received a commuting pass, Stammkarte, which entitles you to purchase and use the Regio Karte für Auszubildende for September at the reduced price. During the semester (starting in October), the Uni Card replaces the Stammkarte. The Stammkarte or Uni Card are prerequisites for purchasing the Regio Karte at any ticket machine or ticket office of the VAG (the Freiburg transit authority), e.g., at the "Pluspunkt" on Salzstraße, just west of Bertoldsbrunnen, or at the bus terminal at the Hauptbahnhof. You can also purchase a Regio Karte at various stores, e.g., the stationery store opposite the Stusie at Bischofskreuz. You must copy the number from the orange field on your Stammkarte or your Freiburg university ID number, the Matrikelnummer, from the Uni Card onto your Regio Karte, and be sure always to carry both together.

If you choose not to purchase the Semester Ticket, you might like to know that the Uni Card also serves as a transportation pass within the Freiburg public transportation system—after 7.30 p.m. until 5 a.m. (except night buses). However, this is not valid outside Freiburg.

**VERY IMPORTANT:** Ticket usage is basically handled on the honor system, and riding without a ticket (Schwarzfahren) is illegal. Tickets are periodically checked on buses and streetcars (Fahr scheinkontrolle) by authorized personnel of the VAG (Kontrolleure). These are not uniformed, but rather plain-clothes VAG staff members usually wearing cross-shoulder bags, looking perfectly sweet and harmless, just doing their job. Usually, they work in groups of two or three. Because of an increase in the number of scofflaws, the VAG has hired additional Kontrolleure, and there tend to be more ticket controls at the beginning and end of the month.

If you do not carry a valid ticket (gültigen Fahrausweis) at that moment as well as the Stammkarte plus student ID or Uni Card, you will be fined EUR 60.00 on the spot. If you have a Regio Karte or Semester Ticket, but have left it at home, you are still subject to the fine. If you are caught twice, you can be taken to court by the city of Freiburg, pay an even higher fine, and get a German police record. Tears and lines such as "Ich spreche kein Deutsch" won't sway the Kontrolleure in the least, because they have truly heard it all before—and besides, there are multilingual signs on every bus and streetcar explaining the set-up. In the long run, Schwarzfahren doesn't pay. It's expensive to get caught, and it leaves a bad impression on the other passengers—not only of you, but of all Americans.

One more piece of advice: When purchasing a Semester Ticket, it is a good idea to pay for it with your Volksbank Bank card. This will provide you with a proof of purchase. Should you lose your Semester Ticket at some point during the six months, you can show your bank statement at the VAG service counter to prove you bought it—and get a replacement issued for a small administrative fee.

**Streetcars at Night**

During the week, the last streetcars depart downtown about 12:30 a.m. On Friday and Saturday nights, street cars run practically all night, departing from Bertoldsbrunnen every half-hour between 1:00 a.m. and 4:30 a.m. See the section "Going into Town and Getting Home" for your specific dorm in this handbook for details.
TRAVEL BY TRAIN

One of the best things about living and studying in Germany is how easy it is to travel all over the continent. Deutsche Bahn (DB) is generally clean and punctual. Most people's major complaint? It is not cheap when you buy a regular ticket. But it can be amazingly cheap if you plan ahead and make use of the numerous available discounts (Sparpreise). So keep your eyes open. You can find information about schedules, special fares, and more at www.bahn.de. This website also features a full schedule that tells you when, where, and how long the train ride will be. The online program even works for destinations outside of Germany. It is not always easy to navigate, so you need to be a little persistent in hunting for that special bargain basement fare.

We highly recommend trying the “Sparpreisfinder” and playing with travel dates to locate cheaper rides. Signing up for the DB newsletter can also be an excellent move to be quickly apprised of special promotions!

BahnCard

If you plan on traveling quite a bit, the BahnCard might be the right thing for you. There are several versions of the BahnCard that make sense for students, a cheaper one that gets you a 25% discount, and a somewhat pricier one that gets you a 50% discount on any Deutsche Bahn train. This adds up quickly and essentially pays for itself. Many AYF students recommend BC 50. The product for anyone under 27 years is called My BahnCard 25 / 50.

The My BahnCard 25 provides a 25% discount on second-class train tickets and costs EUR 39 for twelve months for students, while the My BahnCard 50 provides a 50% discount and costs EUR 69. Unless otherwise noted, BahnCard price reductions can be combined with other reductions, such as Sparpreise where you buy in advance a train ticket for a specific day and time; Sparpreise offer excellent, steep discounts but often have to be booked months in advance. For additional details, please consult the BahnCard flyer in your welcome package. In the end, BC 25 may end up being the better deal – provided you plan ahead and look for other reductions. BC 25 can be combined with Sparpreise, BC 50 cannot be combined with Sparpreise.

You can purchase a BahnCard at the main ticket and information counter (Schalter) in the Hauptbahnhof or at some local travel agents, such as Gleisnost on Bertoldstraße or Kuoni Reisen on Eisenbahnstraße. The pricing system, especially with the option of combining different discounts, can be so confusing that even counter staff at the Bahn do not always offer complete information. By far the best address in Freiburg for getting solid information on train travel is the ticketing and travel agency Gleisnost on Bertholdstraße near the tram stop Stadttheater and the ice cream parlor Portofino. If you purchase a BahnCard in person at the train station or a travel agency, it will take two to four weeks until you receive your actual plastic BahnCard by mail, but you will be issued a temporary paper pass that you can use to purchase reduced-fare tickets right away. And it is possible to purchase the BahnCard online and simply print the temporary card.

For international travel, the BahnCard automatically includes the RailPlus card which entitles you to further discounts. With it, the international portion of any train ticket you buy in Germany will be reduced by 25%. To receive the reduced fare, you generally must buy the ticket in Germany, so this may take careful planning on your part. Sometimes, for example in Austria, you can still get the reduced fare when you purchase the ticket outside of Germany. Not every country participates in this program in the same manner. Check online for details about the travel destination of your choice.
Please keep in mind that the BahnCard is sold on a subscription basis. That means that you will need to cancel your BahnCard at least six weeks before the end of the twelve-month term. Otherwise you will automatically get a new BahnCard by mail for a second year—and will be invoiced for it. It is possible to cancel the card by sending an e-mail to bahncard-service@bahn.de.

Feel free to ask Ulli Struve for a sample letter of how you can cancel your BahnCard. Come to think of it, why don’t you go ahead and cancel your BahnCard right after you get it? It is perfectly fine to do so. You will still get all the benefits of having purchased it for one year, without the hassle of having to think of cancelling it in the end and having to worry about the automatic renewal.

**InterRail Ticket**

Those of you who are thinking of buying a Eurail Pass may want to consider buying an InterRail ticket instead. Once you have lived in Germany for six months, you are entitled to buy one, i.e., just in time for the Semesterferien in March. Please see Ulli to get a written confirmation of your residence status. There are all kinds of different options, but essentially they fall into two categories: single-country tickets and all-of-Europe tickets (called InterRail Global). Within these categories, you can buy tickets for varying numbers of days or up to one month. To give but two examples, five travel days within a fifteen-day period all over Europe can be had for EUR 208, seven travel day in a month for EUR 255, respectively.

In theory, the InterRail ticket works just like the Eurail Pass in that you can travel on any train at any time, but it is considerably cheaper than a Eurail Pass, which can cost anywhere from EUR 570 for seven travel day in a month to EUR 1635 for three months and has to be purchased before getting to Germany, in other words while you still have a U.S. address. Details can be found on: www.eurail.com.

However, much like the aforementioned RegioKarte, it is very important to pay close attention to what type of train you are boarding and to study the special conditions for reservations and Zuschläge (supplementary fees). For example, in France and Italy there are trains that require reservations, regardless of what class you are sitting in. Riding on night trains and high-speed trains will also require a reservation as well as an extra charge. And in some countries, you have to make reservations up to six weeks ahead of time. The InterRail ticket also provides a discount for certain ferries, such as between Greece and Italy (assuming both countries are included in the Pass you have purchased).

Beware particularly of stepping onto a regional train without ticket in hand or pocket. With very few exceptions, there are no ticket vending machines on regional trains – and none whatsoever on the regional trains operated by Deutsche Bahn. Conductors are not permitted to sell tickets on these trains. Therefore, you must have a ticket or already be part of a group that has a ticket (as described below) prior to boarding the train. On ICE and IC trains, on the other hand, you can, for a fee, purchase tickets aboard the train if you still need one.

**Baden-Württemberg-Ticket and Schönes-Wochenende-Ticket**

With the Baden-Württemberg-Ticket, up to five people can travel on one ticket, but only with the slower local and regional trains. It is only EUR 21 for the first person using a BW Young ticket if purchased at a ticket machine or online. Each additional person pays EUR 6. The BW-Ticket is valid for one and a half days only: Mondays – Fridays between 9.00 a.m. the first day until 3.00 a.m. the following day; and on Saturdays, Sundays, and holidays between 0.00 a.m. (midnight) the first day until 3.00 a.m. the following day.
The Schönes-Wochenende-Ticket works in much the same way. As the name suggests, it is good on weekends – but in all of Germany – and not just Baden-Württemberg. Up to five people can travel on a single ticket, using the slower local and regional trains. The first person pays EUR 44, adding more people at a price of EUR 6 per person up to a total of five travelers. The ticket is valid for one and a half days on weekends between 0:00 a.m. (midnight) the first day until 3:00 a.m. the following day. The starting time may begin at midnight in the night from Friday to Saturday or Saturday to Sunday. In other words, 5 people can go to Munich for example for EUR 13.60 per person – provided they are willing to forego the faster IC and ICE trains.

You can buy these tickets on short notice, even go to the train station and get a ticket from a machine and hop on the train. Information brochures about these and many other special offers from the Deutsche Bahn can be found in the Hauptbahnhof. Also check the Internet at www.bahn.de.

**Quer-durchs-Land-Ticket**

The concept of this ticket functions much like the Schönes-Wochenende- and Baden-Württemberg-Tickets: heavily reduced prices for multiple people who are willing to travel with the regional trains. The QdL Ticket is basically the weekday counterpart of the Schönes-Wochenende-Ticket; it is valid throughout all of Germany, however it can only be used Monday through Friday starting with trains that leave at 9 a.m. at the earliest. An individual can buy a QdL Ticket for EUR 44. Each additional rider costs only an extra EUR 8. Up to 4 more people can join this miniature group raising the maximum cost to EUR 76 for 5 people per day. So if you get a group of 5 people, that basically means you can travel anywhere in Germany for EUR 15.20/person.

**ÖBB Nightjet, SparNight, Group Rates, Bus**

For some destinations, comfortable and somewhat glamorous "Nightjet" trains are operated by the Austrian railroad. Ticket prices vary, but students who are willing to spend the night in one of the Sitzwagen seats, instead of one of the more luxurious Liegewagen or Sitzwagen beds have found tickets as cheap as EUR 29 from München to Zagreb. These cheap tickets are limited, and need to be booked well in advance. There are more expensive accommodations on the same trains. Additional information is available at www.citynightline.de.

Group rates are available for six or more people traveling together. If booked well in advance for a specific connection, ticket prices can be reduced up to 70% off the regular price.

Alternative option: Carpooling. If train tickets are too expensive, and especially if you’re going from one big/popular city to another, carpooling is another travel option to consider. There are online “ride boards” at www.blablacar.de or many other websites which can be found by googling Mitfahrzentrale or Mitfahrgelegenheiten.

The newest options for cheap travel are MeinFernBus/Flixbus and DeinBus. These intercity coach bus services depart from Freiburg ZOB (bus terminal immediately adjacent to the Hauptbahnhof). Destinations include München (Taking the bus is often the best way to get to München from Freiburg), Berlin, and Frankfurt. One way tickets can start as low as EUR 8 if you book online and do so early. See www.meinfernbus.de, www.flixbus.de, and www.DeinBus.de. and the Deutsche Bahn has entered the bus business as well (search for IC Bus on the DB website www.bahn.de).
FREIBURG CULTURAL LIFE

Concerts, Theatre, and Dance
Freiburg offers plenty by way of culture and entertainment. Concerts and theatre performances are to be found daily, the museums are always interesting to visit, and the Germans love to find excuses for festivals all over town.
The Freiburg Konzerthaus is a good choice for music lovers. The programs held in the hall are extremely varied and range from classical music and opera to rock, swing, and even gospel music. The Konzerthaus is located on the other side of the Straßenbahn bridge near the Bahnhof. Simply follow the bridge in the direction of the city center and you will see the Konzerthaus to your right with its precariously poised tornado sculptures and striking triangular overhanging roof. Tickets for events held at the Konzerthaus can be bought at the Badische Zeitung, located on Kaiser-Joseph-Straße. Take any street car to Bertoldsbrunnen and head toward the Martinstor. The Badische Zeitung is then on the left. You can also order tickets online at www.bz-ticket.de/konzerthaus-freiburg, but ordering in person is simpler.

For those who enjoy theatre, opera, ballet, or concerts, but who, like most students, are on a tight budget, the performances at the Stadttheater offer fabulous choices. Tickets are only EUR 8.00 for students and can be bought at the Theaterkasse, which is marked by a large orange sign that is immediately noticeable upon exiting the Straßenbahn at the stop aptly named Stadttheater. For very special or famous productions, the ticket price may be raised to EUR 10.00 for student tickets, but this is quite rare.

The JazzHaus in Freiburg has an excellent program of parties and jazz concerts with varying prices. It is located at Schnewlinstraße 1. You can find it by taking any Straßenbahn (except no. 2) to the Hauptbahnhof stop, exiting toward the Konzerthaus and following that street about two blocks further. Other options for entertainment can be found in the Messehalle.

Student Performances and Events
There are many performances in Freiburg either geared toward or presented by students. The Mensa often holds parties and performances on a stage on the ground floor. AYFers have participated in open mike nights there. Studentenwohnheime often hold open parties, sometimes with live bands. Look for notices posted all over the walls in the university buildings. Also keep an eye out for flyers put up by student organizations such as choirs, orchestras, bands, and theatre troupes (in German, English, and other languages). These performances are often of a very good quality and tickets are relatively inexpensive. Especially the English language theater group ManiACTS is very welcoming to AYF students, some of whom have acted, directed, worked as the group’s prop mistress or PR manager in recent years. If you would like to become involved in a very lively theater group, check out: www.maniacts.de.

The university has its own TV and radio stations – for more information on watching/listening as well as participating, see www.unicross.uni-freiburg.de. There is also a film club that shows movies several times a week for cheap and occasionally makes its own film – the current semester’s program and information on joining can be found at www.aka-filmclub.de. Another interesting movie opportunity is Pay After, every other Wednesday at the Friedrichsbau movie theater between Martinstor and the Dreisam – you don’t know what you’re about to see, but you also don’t pay at the beginning. As the name suggests, afterwards you pay what you think the movie was worth and fill out a short questionnaire on what you thought of it.
There is also an AYF band that was founded by members of the Freiburg-Madison Society and AYF students and alumni a few years ago, the Black Forest Badgers. Naturally, the composition of this band changes every year depending on who is in town and would like to join the band. Every other year, when the City of Freiburg hosts a sister city fair, the Black Forest Badgers represent Madison, one of Freiburg’s sister cities, by performing at the fair. But you don’t have to be from Madison to join. Other performance possibilities are the Freiburg Independence Day Party and an American BBQ held in the Mensa. The Black Forest Badgers’ repertoire is a usually a mix of classic American songs and Beatles tunes, and it, too, changes each year depending on the participating students’ interests. The Badgers are not an overly ambitious band—we play together to have fun! We have some guitars, a cajon, and a keyboard in the AYF Program Center, but if you play an instrument (fiddle anyone?), please bring it with you to Freiburg for the year and join in the fun!

**Museums and Exhibitions**

There are several museums in Freiburg that are well worth a visit. After extensive renovations, the Augustinermuseum has recently been reopened to rave reviews. It features fabulous medieval and baroque art, paintings as well as original sculptures from the Münster. The museum is very near Augustinerplatz, at Gerberau 15. Take the Straßenbahn number 1 to Oberlinden and make your way one block south to reach it. The Wentzingerhaus is another good museum to visit, especially if you are interested in the history of the city of Freiburg. On display are documents, models, and artwork that depict Freiburg’s rich heritage—as well as the executioner’s sword. The Wentzingerhaus is located at Münsterplatz 30. The Museum für neue Kunst has a large collection of art from the 20th century, including pieces of Expressionism, the New Sobriety, and Abstract Art of the 1950’s. The museum also boasts musical performances and the most beautiful museum staircase far and wide. The building is at Marienstraße 10a, which is probably best reached by taking Straßenbahn 2, 3, or 5 to the Holzmarkt stop, going east and turning left onto Marienstraße. Then, follow this street for a couple blocks. The museum is on the left.

**SPORTS IN FREIBURG**

There are literally dozens of sports groups in Freiburg. Just a few examples of what is offered: baseball, cycling, dance classes, fishing, golf, ice hockey, martial arts, paintball, soccer, swimming, tennis, and volleyball. The names, addresses, and phone numbers of these groups can be found in the booklet *Freiburger Bobbele* at the AYF office. Look under Sportvereine.

**Playing Fields**

Students living in Stusie have ready access to a number of sports facilities, including a soccer field and basketball court. Close to the lake there are sports fields that belong to the local school; these may also be used by students. Ask the Stusie Tutor responsible for sports for information about access and game times. There is also an abundance of "Sportvereine" or sport clubs in Freiburg that you may be able to join. There seems to be a sport club for every sport imaginable, from dance to sailing to training for triathlons.
AYF students have joined all kinds of teams in the past and had a grand time doing so. It is therefore a good idea to bring your own equipment if, for example, you play ice hockey, softball, lacrosse, roller derby, or any number of other sports where specific equipment is needed.

**Public Swimming Pools**

Despite recent budget cuts, Freiburg is fighting to maintain a fairly high number of public swimming pools. The Westbad, located near the Stusie, offers an outdoor area for sunbathing (*Liegewiese*) in the summer and an indoor pool. Perhaps the most inviting pool is the Strandbad, open during the summer only and located in the Dreisam River Valley close to the Sporthochschule. A single entrance ticket costs EUR 3.00 for students. It is cheaper to buy a pack of ten tickets for EUR 25.00 or a pack of 20 tickets for EUR 46.00. Be realistic, though, about how often you are really going to use the pool. But you can get together with some other people and split the tickets. For general pool information and details (opening hours, specials, prices, which street car to use to get there, and so on), consult [www.badeninfreiburg.de](http://www.badeninfreiburg.de).

**Outdoor Pools**

- **Lorettobad**, Lorettostraße 51b. This is an historic swimming pool from the 19th century, with a separate "Damenbad," special times limited to women and children.
- **Strandbad**, Schwarzwaldstraße 195 (near the Sport Uni)

**Indoor Pools**

- **Faulerbad (with sauna and tanning booths)**, Faulerstraße 1 (on the edge of the Innenstadt).
- **Hallenfreibad West**, Ensisheimerstraße 9 (near the Stusie and UZH)
- **Gartenhallenbad Merzhausen**, Friedhofweg 15-17 (near the Vauban), closed Mondays year-round

**Eugen-Keidel-Bad (mineral thermal bath with sauna)**. For a special experience, try out the thermal pool located just a short distance outside of Freiburg. Take streetcar no. 3 to the stop "Munzingerstraße." There transfer to bus no. 35E, destination "Eugen-Keidel-Bad," and take it to the final stop. The reduced entrance fee for students is EUR 12.50 for a day pass. Optional use of the sauna costs an additional EUR 6.00.

**Skiing and Snowboarding**

There is a ski resort near Freiburg called Liftverbund Feldberg. Depending on snow and weather conditions, it is open from around December until mid-April. Avid snowboarders or skiers planning on going regularly should consider a season pass—it pays for itself after about 10 visits. Otherwise, daily lift tickets are available at the resort, as well as rentals. Transportation to Liftverbund Feldberg is free with a *Semesterticket*. The trip takes about an hour from Hauptbahnhof. Take the Regiobahn from Hauptbahnhof toward “Seeburg,” and exit at “Feldberg-Bärental.” From there take bus 7300 toward Feldberg. To get back to Hauptbahnhof after skiing, take the bus back to the Bärental train station. Then take the train toward Freiburg (there’s only one). Trains come every hour. Hauptbahnhof is the last stop. For more information, visit [www.liftverbund-feldberg.de](http://www.liftverbund-feldberg.de)
University Sports Program

The University of Freiburg offers an intramural sports program, *Allgemeiner Hochschulsport*. Classes are held at the Sporthochschule, which is located between Schwarzwaldstraße and the Dreisam. Take streetcar no. 1, destination "Littenweiler," and get off at the stop "Emil-Gött-Straße." Continue walking in the same direction and turn left at Wilhelm-Dürr-Straße to Schwarzwaldstraße and turn right. The sports center is on the left.

Courses are usually free, but for some more expensive sports (tennis, golf, etc.) you will have to pay a moderate fee. The sports program is quite popular, and therefore you should try to enroll as early as possible for most of the courses, usually in the first week of university classes (i.e., the third week of October). Further information can be found online at [www.hochschulsport.uni-freiburg.de](http://www.hochschulsport.uni-freiburg.de).

Very popular and free is the *Fitnessgymnastik* class (aerobics) offered every evening during the work week. Check the poster and brochures in the AYF office for specific times. There are also free team sports that are practiced elsewhere, such as softball and ultimate Frisbee.

Commercial Fitness Clubs

Another sports option is to join a commercial gym. For names and addresses, check the yellow pages under "Fitness-Studio," or consult the *Friburger Bobble* at the AYF office. One popular gym near the Stusie called "SportPark" offers aerobic, spinning, and yoga classes. It also has saunas, steam baths, and outdoor sports facilities for basketball, tennis, and beach volleyball. Membership fees vary from about EUR 50 upwards per month. The address is Ensisheimer Straße 5. “Sportprinz Fitnessdiscount” is also in the area and considerably cheaper. A Sportprinz location is also within walking distance of OIKOS. An option for students living at Vauban is “Sportprinz Fitnessdiscount.” A Sportprinz location is also within walking distance of OIKOS. An option for students living at Vauban is “Sportunik.”

If you are looking for aerobic exercise, check out the schedule of free daily aerobics classes that are listed as part of the intramurals program ("Allgemeiner Hochschulsport") that is available online at [www.hochschulsport.uni-freiburg.de](http://www.hochschulsport.uni-freiburg.de). The classes are held at the Sport Uni.

Do not let the friendly staff in these fitness clubs talk you into signing a two-year contract for the sake of saving some Euros in monthly dues. Doing so will generate trouble and avoidable aggravation at the end of your time in Freiburg.

Another gym option for those not willing to sign any contract is Fitnessstudio California. The gym is located centrally, just south of the Hauptbahnhof (easiest to reach for Vauban and Stühlinger residents). There, members pay on a month-by-month basis with no contract and basically zero fine print/red tape, which is great if you know you won’t be frequenting the gym much in March or April. You simply let them know you would like to put your membership on hold and not pay those two months and it’s no problem.
LIBRARIES

The University Library

The new university library opened in 2015, and it offers 24-hour access with a university ID.

Tours of the Universitätsbibliothek (or, as it is commonly known, the UB) are held regularly all year and it is highly recommended that students take a tour to learn about the UB’s services. The architecturally rather striking UB has been variously compared to a black diamond, because it fairly glitters at night, and to the Death Star or Battleship Galactica for its somewhat forbidding exterior in the daytime … We’ll have to wait and see which new nickname sticks. In any case, these UB tours cover the basics of what you need to know about activating your UniCard to serve as the user ID for the UB, finding books with the online catalogue, and checking out books and other media. Remembering everything covered on the tour is not very easy, though. It takes actual experience and practice to be able to find your way around in the UB. The information in this section may remind you of things covered on the tour or help you find your way around the library even beforehand.

Hours

The new UB is open 24/7. With your UniCard you can let yourself in after 10 p.m. and check out books and other media yourself.

In the following, we can only cover the very basics of UB usage and services. Many more useful details are posted on the UB website http://www.ub.uni-freiburg.de.

Finding and Checking Out Books

To check out books at the university library, you will need your student ID card. During Orientation we will fill out an application that you will hand in to the librarian at the counter. The librarian will then activate your library account immediately. If you misplace your application, you can pick up a new form at the library.

The UB uses a computer system called OPAC for cataloguing its collection. You can use OPAC either in the library or online at www.ub.uni-freiburg.de/opac.

When using OPAC, you will encounter the following screen. The system works much like other library online catalogues that you may have used.
in the U.S. You can perform either a simple search or a more in-depth search. The home screen includes a search bar for simple searches or you can perform a more in-depth search by clicking the link immediately below this called Erweitere Suche.

Once you have typed these in, click on Suchen. OPAC will then present you with a list of titles it has found in abridged form. Click on an entry to get fuller information on the book or journal. The “expert search” function works as a command line and is a bit more complicated, but there is a helpful online tutorial on the catalog as well, and you may well enjoy exploring it.

Included in the full information about the book or other title are ISBN number, call number (Standnummer), author and so on. A given book may be found in multiple libraries around campus, for example in the UB as well as one or more of the de-centralized departmental Fachbibliotheken. The book may or may not be available for checkout, since many departmental libraries keep their books in non-circulating reference collections.

To determine a book's location and availability for checkout, click the link Verfügbarkeit under the full information about the book. This will include the books call number (Standnummer) as well as the availability (Ausleihstatus) and location together. Titles with LS call numbers (i.e., Lesesaal, or reading room) are located in the UB I reference/reading room on one floor, and usage is restricted. Some such books can be checked out from Saturday until Monday, but you will need to return them early Monday morning. Older titles with LS-Buch call numbers are available for consultation only at the UB II. If you would like to check your personal library account, use the link https://www.ub.uni-freiburg.de/nutzen-leihen/wie-leihe-ich-aus and click Ausleihkonto. You can then log in using your Uni log-in. Here you can see the books you currently have checked out.

If the copy of a book in the UB is already checked out, you may be able to get a copy in a departmental Fachbibliothek. Various departments have different rules about circulation. Checkout, if it's allowed at all, is commonly restricted to weekends or overnight, so at least the book will most likely be present in the departmental library. If the book you're interested in does not circulate, you may want to photocopy the section you need. This is also true of books in the UB Lesesaal. If the book you want is already checked out, go to the UB website listed above and log in. Then search for the desired book and click Ausleihsystem under Verfügbarkeit. You can then request the book by clicking Bestellen/Vormerken. Remember to log in first! You can then check the status of the book by checking your personal library account as described above.
Once you are getting ready to write your papers and you have identified literature that you need but is still checked out, make sure to put a hold on the book, i.e., request that the current user cannot renew the lending period another time. Otherwise, you may not be able to get a hold of the book in time for you to finish your paper.

**Kontoauszug - Gesamtinformation**

There is too much that can be done with the UB system to explain here, but the important thing is for you to be able to search for and reserve books. To log on go to the UB website provided above and use your university log-in. You can then search for a book. If the book is available simply go to the library and check-out the book. If not, you can request the book using the Ausleihsystem and click on *Bestellen* as described above or search for the book in one of the departmental libraries.

**The Public Library**

You may also want to make use of the holdings of Freiburg's municipal library, the *Stadtbibliothek*, located immediately to the north of the Münster. The collection goes beyond books to include videos, CDs, very useful information on travel destinations, and so on. You may use these items free of charge in the library itself, but to check them out you will need to get a user ID card and pay a modest user's fee. The student price is EUR 10 for twelve months. For more information, see the website [www.stadtbibliothek.freiburg.de](http://www.stadtbibliothek.freiburg.de).

**The Library at the Augustinermuseum**

For students seriously interested in art history, the Augustinermuseum library has a lot to offer. Its art historical collection of 55,000 titles and 1,000 journals is, in fact, larger than the holdings of the UB. Hours are Tue–Fr 9 a.m.–noon. Access is from the Feierling building, Gerberau 15.
MEDICAL ASSISTANCE

By German law, all students are required to carry German health insurance if they are enrolled as regular students at a German university. AYF students are signed up through their home university with GeoBlue/HTH Worldwide or CISI insurance for the whole year and with TK (Techniker Krankenkasse) starting October 2017. You are then considered a member (Mitglied) of that insurance organization. You will therefore generally have two different insurance policies, one starting in September and another one for the remainder of the academic year starting in October.

For details on GeoBlue and CISI coverage, please consult your home university study abroad office or the insurance information provided to you. The coverage is broad and also includes some components that we hope none of you will ever need to make use, such as medical repatriation.

TK, the insurance you will call on for most of the year, is a statutory health insurance, a gesetzliche Krankenkasse, because it is for people who are required by German law to have this type of insurance. Most of the necessary steps have been taken care of by the time you arrive, and you have full TK coverage as of October 1, 2017. The health insurance cost is part of your program fee, and AYF will take care of meeting all required payments. The gesetzliche German health insurance provides almost total coverage of medical expenses. Basically, only contact lenses, contact lens care products, eye glasses, birth control pills, and certain dental work are not included. Coverage may be available for some homeopathic and chiropractor treatments, acupuncture, or psychotherapy, but some of it requires a written request (Antrag).

In addition, you will be covered by a travel health insurance (Auslandsreisekrankenversicherung) from Envivas. Should you need medical attention while traveling outside of Germany, you may need to advance payment for the services and get reimbursed. You can try to present your TK card first for direct billing, and this may work, for example, in Austria and other central European EU countries, but most likely will not work in Turkey or southern Italy or Greece. If you are advancing payment for health care while traveling, make sure to carefully save documentation of all expenses and treatments (doctor’s letter with diagnosis, pharmacy receipts, physician, hospital etc.). Upon your return, make sure to see Ulli Struve for assistance with filing your insurance refund claim.

**TK-Mitgliedsausweis (Chipkarte)**

Shortly after Orientation, you will receive your TK membership card (Mitgliedsausweis) in the mail. This plastic card not only looks like a credit card: it is as easy to use and equally valuable! So don't lose it – and don't leave home without it. If you have to see a doctor, you just show this card at the reception desk. They will run it through their computer and bill the TK directly. You do not have to make any advance cash payments and get reimbursed. There are moderate co-payments in some situations (hospitalization, prescriptions), but most everything is covered.

Just one word of caution: this works with most doctors inside Germany, but some (very, very few) doctors have a Privatpraxis, i.e., they treat only patients who pay their bills themselves and pay higher rates or who have private insurance (remember: TK is not a private but a gesetzliche Krankenversicherung). All doctors have signs outside the building where their office (Praxis) is located. If a doctor only treats Privatpatienten, then it will say so on that sign. If it says "Alle Kassen" (patients from all health insurance organizations), then your TK card will be gladly accepted. Basically, all general practitioners (Ärzte für Allgemeinmedizin) will accept your TK card.
Choosing a Doctor

If you need a doctor, please feel free to come to the AYF office. Ulli will help you find the type of doctor you need, in a location that is most convenient for you. Your inquiry will be treated with discretion. And even though we usually have an open-door policy, you may close the door if you feel more comfortable.

If you want to find a doctor yourself, there are various ways. Just look at the signs outside the buildings where you live or where you walk frequently downtown. You can't miss them. Check the local phone book. Doctors' listings are always in the beginning of the book in a special blue-page section on Ärzte. Sometimes Zahnärzte (dentists) are listed under "Z," though. Check the "Medical Recommendation File" in the Student Lounge at the office (gray box, usually on the shelf underneath the scanner). This box contains the evaluations of local doctors by past AYF students. Please copy the information you are interested in and DO NOT remove the cards from the office.

If you see a doctor during your year in Freiburg, please remember to fill out a "Medical Assistance Recommendation" form. This will be helpful for future students. The information you provide will be entered into our data base and a printout will be filed. Recommendations are thus completely anonymous.

On the next page, you will find a list of names, addresses, and telephone numbers for a selection of doctors who have their offices close to dorms. This selection does not reflect any preference or particular recommendation on part of AYF; it is intended solely to help you to locate medical assistance in case of an illness. For medical emergencies during weekends or evenings see further below.
Please Note: A printed copy of this handbook will be provided to you upon arrival in Freiburg.

<table>
<thead>
<tr>
<th>Doctor Name</th>
<th>Specialty</th>
<th>Location</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Eberhard Mauthe</td>
<td>Innere Medizin</td>
<td>Near Stusie</td>
<td>Sundgauallee 45 Tel.: 8 15 16 79114 Freiburg Hours: Mo-Fri 9 a.m.-12 p.m., Mo, Tue, Thu 4-6 p.m.</td>
</tr>
<tr>
<td>Dr. med. Birgitt Montz &amp; Dr. Oliver Gut</td>
<td></td>
<td>Near Vauban</td>
<td>Paula-Modersohn-Platz 3 Tel.: 707 22 66 and 488 19 51 79100 Freiburg <a href="http://www.praxisvauban.de">www.praxisvauban.de</a> Hours: Mo-Fri 8:30-12.30 a.m., Mo, Tue, Thu 3-6 p.m.</td>
</tr>
<tr>
<td>Dr. Arne &amp; Dr. Knut Müller</td>
<td>Allgemeinmedizin</td>
<td>Near Stühlinger</td>
<td>Engelbergerstraße 33 Tel.: 27 78 81 and 28 80 20 79106 Freiburg <a href="http://www.hausarzt-freiburg.com">www.hausarzt-freiburg.com</a> Hours: Mo-Fri 8 a.m.-1 p.m., Mo 3-5 p.m., Tue 5-7 p.m., Thu 4-7 p.m.</td>
</tr>
<tr>
<td>Dr. Wolfgang Müller</td>
<td>Allgemeinmedizin</td>
<td>Near Händelstraße</td>
<td>Hornusstraße 18 Tel.: 50 22 30 79104 Freiburg <a href="http://www.dr-med-w-mueller.de">www.dr-med-w-mueller.de</a> Hours: Mo-Fr 9-11 a.m., Mo, Tue 4-6 p.m., Thu 2-4 p.m.</td>
</tr>
<tr>
<td>Dr. Peter Deichelbohrer, Dr. Joachim Stober</td>
<td>Allgemeinmedizin</td>
<td>Near Alpadia</td>
<td>Wilhelmstraße 10 Tel.: 3 26 90 79098 Freiburg Mo-Fri 8 a.m.-13 p.m., Wed. -noon, walk-ins Mo-Fr 11.30 a.m.-1 p.m., Mo, Tue, Thu 4-6 p.m.</td>
</tr>
<tr>
<td>Praxisgemeinschaft in der Wiehre</td>
<td></td>
<td>Near Johanneskirche</td>
<td>Praxisgemeinschaft in der Wiehre Near Alpadia Praxisgemeinschaft in der Wiehre Near Johanneskirche</td>
</tr>
</tbody>
</table>

**Making an Appointment**

It is always advisable to call ahead to make an appointment; feel free to ask Ulli for help. If you are experiencing pain (but not in a way that you would want to go to a hospital), doctor's offices will generally see you on a walk-in basis during regular office hours (which may mean that you have to wait for some time, though, unless you call ahead to schedule a time). It is not a bad idea to go into the doctor’s office and talk to the receptionist in person. That way, you will get an idea how the office is run and whether you will be comfortable there.
Filling a Prescription

In Germany, both over-the-counter and prescription medications are purchased not at a drugstore (Drogerie), but at a pharmacy (Apotheke). There are Apotheken all over town, and you can easily recognize them by the big red A in a Fraktur font. Opening hours vary. Downtown they are open from around 9.00/9.30 a.m. until evening. In residential areas, they tend to close for a lunch break and may not be open late. The opening hours are usually similar to those of other stores in the vicinity. There is also an emergency service at night and on weekends (Apotheken Notdienst). Every pharmacy will display the name and address of the nearest pharmacy with Notdienst after regular opening hours. Note: many pharmacies are closed Wednesday afternoons!

If you go to a pharmacy to fill a prescription written by your doctor, there is a co-pay that ranges from EUR 5 to 10 for each prescription depending on the price of the medication. Over-the-counter, non-prescription medications such as aspirin must be paid for in full.

Day and Night-time Emergencies

If you or someone you know has a serious injury or feels gravely ill, don't hesitate to call a taxi or even an ambulance (in a life-threatening medical situation, call 110 for an emergency physician to come to you). In case of a medical emergency, please inform either Prof. Barndt (Home: 76 99 84 49, mobile: 0170 781 65 46) or Ulli Struve (Home: 07641-95 75 84, mobile: 0170 571 88 78). We will help you and even accompany you if you wish. If you feel less ill, you can still see a doctor on an immediate basis; basically all doctors will accept walk-in patients.

If you fall ill or injure yourself in the evening or on weekends, when regular doctors' offices are closed, you can go to the Notfallpraxis at Hugstetter Straße 55 on the grounds of the Uni-Klinik. (This is very close to the Stusie.) The Notfallpraxis is open Monday to Friday from 8.00 p.m. to 6.00 a.m. On Wednesday and Friday, service starts at 3.00 p.m. in the afternoon, because it is common practice for most physicians to close on Wednesday afternoons and early on Fridays. On Saturday and Sunday, the Notfallpraxis is open 24 hours. Phone: 0761 80 99 800.

Alternatively, you can go to the emergency room (Ambulanz) of a nearby hospital.

For students living in Stühlingerwohnheim, the Universitätsklinik is the closest. Take streetcar no. 5, destination "Zähringen," to the stop "Robert-Koch-Straße."

For students living in Stusie, the Diakoniekrankenhaus is easiest to reach – take streetcar no. 1, destination "Landwasser," to the stop named "Diakoniekrankenhaus."

For students living in Vauban, the Lorettokrankenhaus on Mercystraße, right off Lorettostraße, is the closest.

For students living in Händelstraße, the Josefskrankenhaus on Habsburgerstraße is the closest.

Please note, though, that for follow-up care that does not require hospitalization you will need to go to a different physician in town. Unless specifically requested to return to the hospital after out-
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patient treatment, you will generally be better off organizing follow-up visits in town and Ulli will be happy to help you find an appropriate physician for your situation. Hospital emergency rooms, for example, are not permitted to refer you to a specialist in town and would send you to a doctor in town anyway for a referral.

Another option for weekends, evenings, and holidays is to call the central Bereitschaftsdienst number 116 117. This number works like a general on-call service number and is the same in every city in Germany. By calling 116 117 you can find out which doctor is on call where at that particular moment when you are seeking assistance. This is a good option for getting medical help in situations when assistance is a bit less urgent than what you might take to the hospital – but still should not wait until the next weekday.

Zahnärztlicher Notdienst
In case you urgently need to see a dentist outside office hours, you can call 01803 / 22 25 55-41 to find out which dentist is on duty that evening or weekend.

Augenärztlicher Notdienst
Emergency care for problems involving eyes is provided at the Augen-Notfallpraxis in the ophthalmology clinic at the university hospital. The Augen-Notfallpraxis is open around the clock on weekends and holidays, on work days from 7 p.m. to 8 a.m., on Wednesdays starting at 1 p.m. The front desk is located on the main floor of the Klinik für Augenheilkunde, Killianstraße 5, on the grounds of the Uniklinik. Phone: 270-400 20.

Hospitalization
We certainly hope that none of you will have to go to a hospital during your stay in Freiburg. If, however, you have to stay in a hospital for treatment, please call Prof. Barndt or Ulli Struve a.s.a.p. and inform us where you are and how long you expect to stay there. You need not tell us why if you do not want to. Treatment in a hospital is covered by your U.S.-based insurances, should you need to call on them during the month of September. Treatment in a hospital is fully covered by the TK starting October 1. However, there is a co-payment of EUR 10.00 per day. (The logic behind this is that if you were not in a hospital, you still would incur costs for food, and since you get food in the hospital, such as it is, you might as well contribute to the cost.) But, on the upside, for students these co-payments are limited to a maximum of about EUR 90.00 per calendar year.

Gesundheitsamt, AIDS/HIV Testing
If you need information on contagious diseases, medical tests, vaccinations(for travel) and other related topics, you might want to call the Gesundheitsamt (Public Health Department) at 21 870. They also give shots and certain tests and maintain a specialized AIDS consultation unit (21 87 32 23). The Gesundheitsamt is located on Sautierstraße 28/30 behind the Finanzamt Freiburg Stadt. The no. 28 bus to Herdern (same as to Händelstraße) gets you quite close. Disembark at the stop "Tennenbacherstraße" and follow the Habsburgerstraße for about 50 yards, turn left onto Tennenbacherstraße. The next right is Sautierstraße.
Counseling Services

If you need to just talk for a while, you can call Nightline (203 93 75), where volunteers are available to listen and give out information as needed. This is a special service staffed by trained students to lend an open ear to fellow students. During the semester, the phone lines are open from 8 p.m. to midnight. During the semester break, Nightline Freiburg and other German Nightlines such as Münster or Heidelberg take turns – see www.nightline.uni-freiburg.de for links and more information.

The Studierendenwerk Freiburg (Schreiberstraße) offers free psychological counseling for all students at its Psychotherapeutische Beratungsstelle. In addition, there are many other counseling agencies (Beratungsstellen) and self-help groups (Selbsthilfegruppen).

If you want to find a Beratungsstelle or a Selbsthilfegruppe, don’t hesitate to talk to Ulli or check out the Studienführer. There is also a book in the Resource Room called Offene Türen, which has many listings.

During their study abroad year in Freiburg, past AYF participants have worked successfully with counselors and therapists who are native English speakers. Services ranged from short-term interventions to long-term therapy and psychiatric assessments. Prof. Barndt and Ulli Struve will be more than happy to discuss local counseling options with you and assist you in securing an appointment that suits your needs.
APPENDIX

### Glossary: Banking and Financial Terminology

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>abbbuchen</td>
<td>To deduct from, or to debit your account directly</td>
</tr>
<tr>
<td>der Aussteller</td>
<td>Issuer</td>
</tr>
<tr>
<td>die Bankleitzahl (BLZ)</td>
<td>Routing number</td>
</tr>
<tr>
<td>die Bankspesen</td>
<td>Bank charges (fees)</td>
</tr>
<tr>
<td>die Bareinzahlung</td>
<td>Cash deposit</td>
</tr>
<tr>
<td>beauftragen</td>
<td>to authorize</td>
</tr>
<tr>
<td>der Begünstigte (ein Begünstigter)</td>
<td>Recipient; beneficiary of a transfer</td>
</tr>
<tr>
<td>der Betrag</td>
<td>Sum; amount</td>
</tr>
<tr>
<td>Bezogenes Kreditinstitut</td>
<td>Bank drawn upon</td>
</tr>
<tr>
<td>das Buchungskonto</td>
<td>Account that has been or will be credited</td>
</tr>
<tr>
<td>der Bu-Tag</td>
<td>“Buchungstag” is the date of a withdrawal and/or transaction</td>
</tr>
<tr>
<td>die Deckung</td>
<td>Coverage, funds</td>
</tr>
<tr>
<td>der Einzahler</td>
<td>Payer / Depositor</td>
</tr>
<tr>
<td>die Einzahlungs-Quittung</td>
<td>Payment receipt (form). Provided to you after you deposit money into your account.</td>
</tr>
<tr>
<td>die Einzugsermächtigung</td>
<td>Authorization to make automatic withdrawals from an account; you need to provide such authorization to Studierendenwerk, Internet provider, etc. (abbr.: EINZ. ERM.)</td>
</tr>
<tr>
<td>die Fristverlängerung</td>
<td>Extension</td>
</tr>
<tr>
<td>der Gesamtbetrag</td>
<td>Total amount</td>
</tr>
<tr>
<td>die Gesamtsumme</td>
<td>Sum total</td>
</tr>
<tr>
<td>die Gutschrift</td>
<td>Credit (towards account)</td>
</tr>
<tr>
<td>das Haben (H = Haben)</td>
<td>Credit available on your account; amount deposited into your account</td>
</tr>
<tr>
<td>der Kontoinhaber</td>
<td>Account holder</td>
</tr>
<tr>
<td>IBAN</td>
<td>International Bank Account Number (listed on your statement, rarely used in the US, important for transfers within Europe and from the US into European accounts)</td>
</tr>
<tr>
<td>das Kontokorrent</td>
<td>Current account balance</td>
</tr>
<tr>
<td>die Kontonummer</td>
<td>Account number</td>
</tr>
<tr>
<td>das Kreditinstitut</td>
<td>Bank, Credit Union, etc.; collective term for financial institutions</td>
</tr>
<tr>
<td>die Kunden-Referenznummer</td>
<td>Customer reference number; usual an invoice number</td>
</tr>
<tr>
<td>die Lastschrift</td>
<td>Debit, automatic withdrawal</td>
</tr>
<tr>
<td>die Mahnung</td>
<td>Overdue notice</td>
</tr>
<tr>
<td>die Mahngebühr</td>
<td>Fee for overdue payments</td>
</tr>
<tr>
<td>mangels Deckung</td>
<td>due to inadequate funds</td>
</tr>
<tr>
<td>Nichteinlösung einer Lastschrift</td>
<td>Not processing an automatic withdrawal, almost always due to insufficient funds</td>
</tr>
<tr>
<td>der Rechnungsabschluss</td>
<td>Statement of account, a tally of the balance (happens every three months, required by law; it does not mean the bank closed your account without your permission)</td>
</tr>
<tr>
<td>rückbelasten</td>
<td>to re-debit</td>
</tr>
<tr>
<td>der Rückgabegrund</td>
<td>Reason for return (refusal)</td>
</tr>
</tbody>
</table>
Please Note: A printed copy of this handbook will be provided to you upon arrival in Freiburg.

der Rückläufer: Incomplete transaction due to inadequate funds; similar to a bounced check in the U.S.
der Saldo: Balance; or money that has been debited to an account; notation on Volksbank statement is “S” = Saldo
Saldo des Rechnungsabschlusses: Ending account balance
der Scheckaussteller: Person who writes a check
die Scheck-Einreichung: Check submission (‘cashing’ a check toward your acct.)
die Schecknummer: Check number
der (auch: das) Storno, stornieren: Cancellation (of a transaction, a contract, or an order), to cancel (a transaction, a contract, or an order)
die Überweisung: Transfer of funds
der Überweisungsschein: A paper form that needs to be filled out in order to transfer funds (these days pretty much replaced by an online form)
der Verwendungzweck: The (intended) purpose; usually a keyword or an invoice number or reference number
der Vorgang: Transaction
die Währung: Currency
die Zahlung: Payment
der Zahlungsempfänger: Payee; recipient of a transfer or payment
zu Lasten (der) Kontonummer: Account to be debited

Glossary: University Terminology

Organisationsstrukuren | Organizational Structure
die Universität, -en | university
die Hochschule, -en | college, technical school
die Fakultät, -en | college (as division of the uni, similar to a School in the U.S.)
das Institut, -e | institute, department (of a Fakultät)
das Seminar, -e | class ≈ 20-30 students with active participation
die Immatrikulation, -en | enrollment
die Exmatrikulation, -en | discharge of student from the uni
das Studienbuch, ü-er | book where student collects course certificates and stamps (fulfills the function of a transcript, Uni Freiburg has phased out the use of Studienbücher, many other Unis still use them)
der Studentenausweis, -e | student identification
das Semester | semester
das Wintersemester, Sommersemester | fall semester, spring semester
die Semesterferien = vorlesungsfreie Zeit | time without lectures between semesters

Univeranstaltungen | Course types
das Vorlesungsverzeichnis | course catalogue
das kommentierte Vorlesungsverz. | departmental course catalogue with course descriptions
der Vorlesungskomentar | course description
der Kurs, -e | course, class
einen Kurs belegen | to take a class
die Anmeldung, -en | sign up, register
der Anmeldetermin | registration appointment
die Anmeldefrist, -en | registration deadline
sich anmelden | to sign (yourself) up
gebührenpflichtig mandatory fee
die Einführung, -en introduction
das Proseminar, -e like 100 - 300 level courses at American universities
das Hauptseminar, -e like 400 + level / grad level
das Oberseminar, -e PhD student level class (by invitation only)
die Übung, -en lab, discussion (section of a larger course or otherwise specialized)
die Vorlesung, -en lecture (big, not usually interactive)

Uniper sonal university personnel
der Student, die Studentin, die Studierenden student, students
der Dozent, die Dozentin (DozentInnen) professor (not permanently employed, but with doctorate)
der Professor, die Professorin (ProfessorInnen) professor (of highest level)
der Assistent, die Assistentin (AssistentInnen) assistant
der Sekretär, die Sekretärin secretary
der Tutor, die Tutorin student teacher (section leader)
der HiWi, die HiWine student staff, student research assistant
die wissenschaftliche Hilfskraft, studentische Hilfskraft

Kommunikation Communication
die Sprechstunde, -en office hours
sich für eine Sprechstunde to sign up for office hour
  anmelden, eintragen bei der Sprechstunde
  vorbeikommen to drop by office hour
  einen Termin vereinbaren to set up / to make an appointment
etwas mit jemandem besprechen to talk sth. over with so.
das Sekretariat, -e main departmental office

Leistungsnachweise requirements and certificates
das Referat, -e project + oral presentation(s)
Einzell-, Gruppenreferat individual, group project + presentation(s)
die Hausarbeit, -en term paper(s)
die Klausur, -en final written exam(s)
die Prüfung, -en unspecified kind of exam(s)
mündliche Prüfung, -en oral exam(s)
eine Prüfung ablegen to take a test or oral exam
eine Klausur bestehen to pass a final exam
die Note, -en grade(s)
eine Note bekommen to get/ earn a grade
der Schein, -e participation and grade certificate
einen Schein bekommen to get a certificate
 einen Schein ausfüllen to prepare / fill out a certificate
ein benoteter Schein graded certificate
ein Teilnahmeschein (ungraded) certificate of participation
ein Exkursionsschein certificate of participating in a field trip

Please note the following important distinctions:

die Studienleistung is a requirement that needs to be fulfilled to earn any certificate (einen Schein) at all; there can be several requirements for each course such as active class participation, oral
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report, handouts, etc. Studienleistungen count in a larger sense by demonstrating active engagement with the material; but generally, they do not count in the strict sense of earning a portion of a grade; if they do, it will be announced clearly. Nonetheless, Studienleistungen must be taken seriously for students to be academically successful.

die Prüfungsleistung one (or more) requirements that will be graded such as a final written exam (Klausur), an oral exam (mündliche Prüfung), and/or a paper (Hausarbeit). The grade(s) earned on the Prüfungsleistung(en) constitute the final grade or portions of the grade.

das Plagiat: don’t even think about it! plagiarism!

A thorough list of university terminology, including administrative and academic vocab, is also available at http://www.zuv.uni-freiburg.de/service/dictionary
Antibiotics
Ambulance
Backache
Blood test
Blister, bladder
Blood pressure
Bone
Breath
To breathe
Broken
Chickenpox
Concussion
Constipation
Contagious
dCough
cCold (sniffles)
Contraceptive
Diabetic
Depression
Diarrhea
dDizzy
dInflamed
Faint
Fever
Headaches
Injured
Joint
Migraine
Muscle
Muscle pains
Nauseous
Nurse
Pain
Pregnant
Prescription
Unconscious

Antibiotics
Ambulance
Backache
Blood test
Blister, bladder
Blood pressure
Bone
Breath
To breathe
Broken
Chickenpox
Concussion
Constipation
Contagious
dCough
cCold (sniffles)
Contraceptive
Diabetic
Depression
Diarrhea
dDizzy
dInflamed
Faint
Fever
Headaches
Injured
Joint
Migraine
Muscle
Muscle pains
Nauseous
Nurse
Pain
Pregnant
Prescription
Unconscious

vomit
To vomit
Weak

Vomit
To vomit
Weak

Where does it hurt (wo tut es weh)?

Leg
Knee
Ankle
Arm
Hand
Skin
Foot
Head
Back
Stomach
Bottom
Elbow
Neck
Throat
Gut

Useful expressions
To fall down
Are you allergic to anything?
Where does it hurt?
Cough, please.
Open your mouth, please.
I'm feeling really unwell
I suffer from insomnia
I feel dizzy.
I am going to prescribe...
**Temperature Conversions**

To convert Celsius to Fahrenheit: $(\frac{5}{9}) \times (\circ F - 32)$
To convert Fahrenheit to Celsius: $(\frac{9}{5} \times \circ C) + 32$

<table>
<thead>
<tr>
<th>Oven Temperatures</th>
<th>°F</th>
<th>°C</th>
</tr>
</thead>
<tbody>
<tr>
<td>225</td>
<td>98.6</td>
<td>37.0</td>
</tr>
<tr>
<td>250</td>
<td>98.8</td>
<td>37.1</td>
</tr>
<tr>
<td>275</td>
<td>99.0</td>
<td>37.2</td>
</tr>
<tr>
<td>300</td>
<td>99.2</td>
<td>37.3</td>
</tr>
<tr>
<td>325</td>
<td>99.4</td>
<td>37.4</td>
</tr>
<tr>
<td>350</td>
<td>99.6</td>
<td>37.6</td>
</tr>
<tr>
<td>375</td>
<td>99.8</td>
<td>37.7</td>
</tr>
<tr>
<td>400</td>
<td>100.0</td>
<td>37.8</td>
</tr>
<tr>
<td>425</td>
<td>100.2</td>
<td>37.9</td>
</tr>
<tr>
<td>450</td>
<td>100.4</td>
<td>38.0</td>
</tr>
<tr>
<td>475</td>
<td>100.6</td>
<td>38.11</td>
</tr>
<tr>
<td></td>
<td>100.8</td>
<td>38.2</td>
</tr>
<tr>
<td></td>
<td>101.0</td>
<td>38.33</td>
</tr>
<tr>
<td></td>
<td>101.2</td>
<td>38.44</td>
</tr>
<tr>
<td></td>
<td>101.4</td>
<td>38.56</td>
</tr>
<tr>
<td></td>
<td>101.8</td>
<td>38.78</td>
</tr>
<tr>
<td></td>
<td>102.0</td>
<td>38.89</td>
</tr>
<tr>
<td></td>
<td>102.2</td>
<td>39</td>
</tr>
<tr>
<td></td>
<td>102.4</td>
<td>39.11</td>
</tr>
<tr>
<td></td>
<td>102.6</td>
<td>39.22</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Body Temperature:</th>
<th>°F</th>
<th>°C</th>
</tr>
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<td>39.44</td>
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<td>103.8</td>
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<tr>
<td>106.6</td>
<td>41.44</td>
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</tbody>
</table>

**TEMPERATURE**

$C^\circ = 5/9 (F^\circ - 32)^\circ$  \hspace{1cm} $FAHRENHEIT^\circ = 9/5 \ C^\circ + 32^\circ$
Useful Websites

Some web sites listed below have links to other web pages about Freiburg. The Stusie, Vauban, Stühlinger, and Händel homepages have information about their Tutorate and general information about the dorms.

AYF: www.ayf.uni-freiburg.de
Deutsche Bahn (train schedules): www.bahn.de
Studierendenwerk (dorms, International Club, jobs, etc.): www.swfr.de
Stusie: www.studentensiedlung.de
Händelstraße: www.haendel.uni-freiburg.de
Stühlingerwohnheim: www.stuehlinger.uni-freiburg.de
University Libraries (includes online catalog): www.ub.uni-freiburg.de
Weather Forecasts: www.wetter.de
Kommunales Kino (independent films): www.freiburger-medienforum.de
RUF (Bus/Straßenbahn schedules): www.rvf.de

Telephone Information (Germany): www.teleauskunft.de, www.gelbeseiten.de
Badische Zeitung (local newspaper): www.badische-zeitung.de
Event Listings around Freiburg: www.badische-zeitung.de/abo-service/bz-karten-service
Main Movie Theater: http://www.cinemaxx.de/Home/?SwitchCinemaId=5
City of Freiburg: www.freiburg.de
LGBT-Queer: www.stura.uni-freiburg.de/gremien/referate/regenbogen,
www.rosahilfefreiburg.de
Freiburg news (student-oriented): www.fudder.de
Freiburg lost and found online search:
https://fundsuche02.kivbf.de/MyApp.asp?wci=Suche1&Mdt=Freiburg
(location city lost and found: Merianstraße 16;
Uni Freiburg lost and found: KG 1, ground floor, room 1001)
Cooking, language, yoga, etc. courses – Volkshochschule: www.vhs-freiburg.de
Student groups:
http://www.studium.uni-freiburg.de/studieninteressierte/leben_in_freiburg/studgruppen
Job ads (and in some cases other classified ads):
Please Note: A printed copy of this handbook will be provided to you upon arrival in Freiburg.
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Doctors Listing

Below you will find a list of names, addresses, and telephone numbers for a selection of doctors who have their offices close to dorms. This selection does not reflect any preference or particular recommendation on part of AYF; it is intended solely to help you to locate medical assistance in case of an illness. For medical emergencies during weekends or evenings see next page.

<table>
<thead>
<tr>
<th>Name</th>
<th>Specialization</th>
<th>Near</th>
<th>Address</th>
<th>Phone Numbers</th>
<th>Website</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Eberhard Mauthe</td>
<td>(Innere Medizin)</td>
<td>Stusie</td>
<td>Sundgaullee 45 Tel.: 8 15 16</td>
<td>79114 Freiburg</td>
<td></td>
<td>Mo-Fri 9 a.m.-12 p.m., Mo, Tue, Thu 4-6 p.m.</td>
</tr>
<tr>
<td>Dr. med. Birgitt Montz &amp; Dr. Oliver Gut</td>
<td>Near Vauban</td>
<td>Paula-Modersohn-Platz 3 Tel.: 707 22 66 and 488 19 51</td>
<td>79100 Freiburg [<a href="http://www.praxisvauban.de">www.praxisvauban.de</a>]</td>
<td>Hours: Mo-Fri 8:30-12.30 a.m., Mo, Tue, Thu 3-6 p.m.</td>
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</tr>
<tr>
<td>Dr. Arne &amp; Dr. Knut Müller</td>
<td>(Allgemeinmedizin)</td>
<td>Stühlinger</td>
<td>Engelbergerstraße 33 Tel.: 27 78 81 and 28 80 20</td>
<td>79106 Freiburg [<a href="http://www.hausarzt-freiburg.com">www.hausarzt-freiburg.com</a>]</td>
<td>Hours: Mo-Fri 8 a.m.-1 p.m., Mo 3-5 p.m., Tue 5-7 p.m., Thu 4-7 p.m.</td>
<td></td>
</tr>
<tr>
<td>Dr. Wolfgang Müller</td>
<td>(Allgemeinmedizin)</td>
<td>Händelstraße</td>
<td>Hornusstraße 18 Tel.: 50 22 30</td>
<td>79104 Freiburg [<a href="http://www.dr-med-w-mueller.de">www.dr-med-w-mueller.de</a>]</td>
<td>Hours: Mo-Fr 9-11 a.m., Mo, Tue 4-6 p.m., Thu 2-4 p.m.</td>
<td></td>
</tr>
<tr>
<td>Dr. Peter Deichelbohrer, Dr. Joachim Stober</td>
<td>Near Alpadia</td>
<td>Wilhelmstraße 10 Tel.: 3 26 90</td>
<td>79098 Freiburg [<a href="http://www.praxisgemeinschaft-wiehre.de">www.praxisgemeinschaft-wiehre.de</a>]</td>
<td>Hours: Mo-Fri 8 a.m.-13 p.m., walk-ins Mo-Fr from 11.30 a.m.-1 p.m., Mo, Tue, Thu 4-6 p.m.</td>
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</tbody>
</table>

Praxisgemeinschaft in der Wiehre Near Johanneskirche

Dr. Claus Ballstaedt (Allgemeinmedizin, Psychologie, Homöopathie)

Dr. Wolf Kilchling (Innere Medizin)

Dr. Jörg Schweiger (Allgemein, Chirotherapie, Schmerztherapie)

Peter Forsbach (Allgemeinmedizin)

Dr. Alexander Jäkel (Allgemeinmedizin)

Praxisgemeinschaft.wiehre@t-online.de [www.praxisgemeinschaft-wiehre.de]

Hours: Mo-Fri 8 a.m.-7 p.m., Sat 9 a.m.-12 p.m.
# Phone Numbers: AYF, Hausmeister, Emergencies

| **TELEPHONE NUMBERS** | **Kerstin Barndt**  
Resident Director | office: 2 96 21 11 | home: 76 99 84 49  
cell: (0170) 78 16 546 | **Ulrich (Ulli) Struver**  
Program Director | office: 2 96 21 10 | home: (07641) 95 75 84  
cell: (0170) 571 88 78 | **Hausmeister:**  
Studentensiedlung Haus 10 | Herr Huber / Office: Haus 10 EG / Hours: Mo 9.00-9.30 a.m., Wed 1.30-2.00 p.m. | 769 985 29  
d.huber@swfr.de | **Studentensiedlung Haus 14** | Herr Niedermeier / Office: Haus 14 EG / Mo 1.30-2.00 p.m., Wed 9.00-9.30 a.m. | 769 985 31  
niedermaier@swfr.de | **Studentensiedlung Haus 24, 30** | Herr Schupp / Office: Haus 30 EG / Mo 9.00-9.30 a.m., Wed 1.30-2.00 p.m. | 769 985 30  
schupp@swfr.de | **Studentensiedlung Haus 40, 44, 46** | Herr Scheck / Office: Haus 46 EG / Tue 9.00-9.30 a.m., Thu 1.30-2.00 p.m. | 769 985 32  
scheck@swfr.de | **Hausmeister Vauban**  
Hausmeister Oikos | Herr Keil, Herr Daiger / Office: Haus 15 / Mo, Fr 8.30 – 9.00 a.m. and Wed 2.00 – 2.30 p.m. | 409 89 16  
keil@swfr.de  
daiger@swfr.de | **Hausmeister Stühlinger** | Herr Frank / Office: Haus 41h / Hours: Mo 1.00 – 2.00 p.m., Thu 8.00 – 9.00 a.m. | 272 016  
frank@swfr.de | **Hausmeister Händelstraße** | Herr Babes, Herr Wiesler / Office: EG / Mo 8.00–9.00 a.m. , Thu 1.00 – 2.00 p.m. | 566 44  
babes@swfr.de  
wiesler@swfr.de | **Hausmeister Notdienst / On-Call Service Number**  
(Outside office hours, EUR 31 minimum service charge!) | (0172) 762 8000 | **Emergency Phone Numbers:**  
Police, fire, medical **across Europe** | 110  
112  
2 85 85 85 | **Emergency Phone Numbers:**  
Police, fire, medical **across Europe** | 112 | **Doctors on-call service for evenings, weekends**  
(Bereitschaftsdienst) | To get information about doctors who are on call evenings and on weekends for less urgent medical care, issues that do not require a hospital | 116 117 | **Taxis (in Freiburg)** | 3 11 11, 8 11 11, 4 22 22, 55 55 55 |