



# Visitor´s guide to the MPIterMic Marburg

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# 1 INTRODUCTION

Welcome to Germany and the Max Planck Institute for Terrestrial Microbiology (MPIterMic). We wish you all the best for your stay in Marburg and Germany.

Over the years we have learned that new researchers at the MPIterMic often need information about the same topics. Therefore, we have prepared this guide. It will provide you with the information you need before you move to Germany and with guidelines about fulfilling necessary formalities at the start of your stay here. We hope it will also help to introduce you to the Institute. Of course, if you do not find the answers to your question(s) in the guide, you are always welcome to contact us by phone (+49 6421/178-902 or -912), email ([personalverwaltung@mpi-marburg.mpg.de](mailto:personalverwaltung@mpi-marburg.mpg.de)) or just come and talk to us.

Please note that the colleague who invited you (also referred to as your host) is your main contact for all your enquiries. He or she will introduce you to the central administration.

This guide includes web links for other useful information. You should also refer to the Institute's website:

[www.mpi-marburg.mpg.de](http://www.mpi-marburg.mpg.de)

We appreciate suggestions on how to improve this guide. Please let us know if there is any helpful information to be included.

Daniela England  
Jens Hemer

Max Planck Institute for Terrestrial Microbiology  
Karl-von-Frisch-Straße 10  
35043 Marburg  
Germany

## 2 BEFORE YOU ARRIVE

When working in Germany you have to deal with several legally required formalities. The nature of these depends on your country of origin, the duration of your stay, and whether or not you intend to bring your family with you. Here, we provide some general information, but we strongly recommend that you contact your nearest German Embassy or Consulate (for information regarding immigration) as soon as you have accepted your position.

Please visit the website <http://www.auswaertiges-amt.de/EN> for further details.

### 2.1 Visa

In many cases, a visa is needed for entry into Germany. You can obtain this from the German embassy or the Consulate General in your own country, but allow approximately two to three months for the application process. Visas for family members travelling with you should be applied for at the same time.

The addresses of the relevant German Consulates with details on the need for a visa for your country and further information on visa requirements can be found on the website of the Foreign Affairs Office

[www.auswaertiges-amt.de](http://www.auswaertiges-amt.de) -> *Entry and Residence -> Visa regulations*

#### Who does not need a visa?

Group A:

Citizens from countries which have opted in to the Schengen Agreement or apply its regulations at least in part

Group B:

Nationals from countries including Australia, Israel, Japan, New Zealand, Canada, Korea, the USA.

If you are in any doubt, please consult the list of countries and their visa requirements on the website of the Foreign Affairs Office at:

[www.auswaertiges-amt.de](http://www.auswaertiges-amt.de) -> *Entry and Residence -> Visa regulations -> Visa requirements -> list of countries*

Generally, a visa only entitles the holder to entry and residence for a maximum of 90 days.

Once you have arrived at the MPIterMic you need to obtain a residence permit. You have to apply for the residence permit at the foreigners office (Ausländerbehörde). Please have a look at chapter 7.3!

## **2.2 Obtaining official recognition for your academic qualifications (Anerkennung)**

The Max Planck Society recognises academic degrees obtained at non-German universities. However, external organisations including Marburg University may require conversion of your qualifications to German equivalents. This is particularly relevant for new PhD students. Therefore, it is essential to bring along either originals or legally certified copies of documents. For further information please contact your host.

## **2.3 Other documents**

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

- Birth Certificate, for you and all family members coming with you
- Marriage Certificate (if you intend to bring your spouse with you)

Occasionally, the local Residents' Registration Office (*Stadtbüro*) does not accept certificates issued in English. In this case, you must submit an English translation from a certified notary.

## **2.4 Health Insurance**

### **2.4.1 German health insurance scheme**

The German health insurance scheme is subdivided into **statutory and private health insurance**. In Germany, every person is obliged to have health insurance. Generally, employees are members of a compulsory health insurance scheme. If you have a working contract with the MPIterMic then you have the free choice of a statutory health insurance company. If you have questions, please contact the Institute personnel office, who will help you find a health insurance arrangement as soon as you arrive.

### **2.4.2 European Health Insurance Card**

Any person covered by statutory health insurance in an EU member state or other EEA state (Iceland, Liechtenstein and Norway) or Switzerland is entitled to a European Health Insurance Card. The European Health Insurance Card serves as proof of entitlement to necessary medical care during temporary periods spent elsewhere in the EU, EEA or Switzerland, that is to say, in a country other than their country of residence.

If you are paid on a fellowship by an external funding (e.g. Humboldt foundation, CSC), in most cases a health insurance for Germany is included. Otherwise please check the website: <http://www.mawista.com> to get more information about a private health insurance.

Confused? You can ask the personnel office for help and further information (Room No. C.1.01)

You can also have a look at

<http://www.tk.de/tk/english/610312>  
<http://www.barmer-gek.de>  
<http://www.aok.de/hessen/index.php>

## 2.5 Shipping personal property from abroad

### Relocation goods:

The European Customs Law provides for the possibility of a move from a third country to a Member State of the European Union under certain conditions, exemption from import duties for goods, which are designated in common language usage as relocation goods. Although there is no specified limit in numbers as to the type and quantity of goods which have been declared as relocation goods, the goods may not have a commercial character.

### Considered as relocation goods:

Household goods i.e., all personal effects, household, bed and table linens, furniture and equipment that are intended for personal use by the person moving or in his or her household; private vehicles of all kinds, i.e. vehicles and motorcycles, passenger cars (possibly with a trailer), camping caravans, water sports vehicles and sport aircraft (on the basis of a certificate if the competent foreign authority, it must be proven that the vehicle or the aircraft was registered in that country in the name of the person moving); Household supplies, as long as they do not exceed the amount usually held by a family – here the standard should be the usual amount at the last place of residence; Household pets and mounts; Portable instruments and equipment for crafts or freelance activities, as long as the person moving requires these items to practice his or her profession.

### Goods not considered as relocation goods are:

- > alcoholic products;
- > tobacco and tobacco products;
- > commercial vehicles;
- > commercially used items, other than portable instruments and equipment for crafts or freelance activities.

**Note:** The restrictions that apply when returning from a non-EU country must also be observed in the case of property moved in connection with a transfer of residence, because certain goods such as weapons and ammunition, or protected species of animals and items made from them are subject to approval requirements or bans in Germany.

[http://www.zoll.de/EN/Private-individuals/private\\_individuals\\_node.html;jsessionid=F8140C7578B848425A89949FD2F11E30.live4401](http://www.zoll.de/EN/Private-individuals/private_individuals_node.html;jsessionid=F8140C7578B848425A89949FD2F11E30.live4401)

Hauptzollamt Gießen ZA Marburg  
Ernst-Giller-Straße 2  
35039 Marburg  
Tel.: +49 (0) 6421 / 590990  
Fax: +49 (0) 6421 / 59099270  
E-Mail: [zollamt.marburg@hzagi.bfinv.de](mailto:zollamt.marburg@hzagi.bfinv.de)

## 2.6 Accommodation

### Looking for an apartment ...

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

#### 2.6.1 ... the Institute Guest Apartments (furnished)

You may also rent one of our 5 guest apartments (max. stay 6 months) at the start of your stay in Germany. If you wish to book one please contact the host. The price is for a single apartment 370,00 € per month and for a double apartment 540,00€ per month plus 100,00€ final cleaning. For a stay up to 9 days the price is for single apartment 50,00€ per night and for a double apartment 75,00€ per night. Please notice that these apartments are heavily used. So, do not rely on one of them being available to you when you arrive. Always look for an alternative.

You can also have a look at the guest house of the university Marburg:

[https://www.uni-marburg.de/international-en-old/welcome-en/preparation-en/accommodation?language\\_sync=1](https://www.uni-marburg.de/international-en-old/welcome-en/preparation-en/accommodation?language_sync=1)

#### 2.6.2 ... Searching for accommodation in the newspapers (usually unfurnished)

Accommodation is advertised in local newspapers on Wednesdays and Saturdays. You can also place an advertisement in a newspaper yourself.

Many people look at: <http://maz-verlag.de> or <http://op-marburg.de>

Accommodation is usually offered through an estate agent, who will show you any flat or house you might be interested in.

The cautionary deposit is usually the equivalent of 3 month's rent.

#### 2.6.3 ... on the Internet

If you prefer to search on the Internet by yourself here are some useful links:

<http://www.immobilienscout24.de>

<http://www.immonet.de>

<http://www.immowelt.de/immobilien>

<http://www.city-mitwohnzentrale.de>

<http://www.quoka.de>

<http://kleinanzeigen.ebay.de/anzeigen/s-immobilien/marburg/c19514825>

<https://www.facebook.com/Wohnungen.frei.in.Marburg?fref=ts>

<https://www.facebook.com/groups/409731345838743/?fref=ts>

## 2.6.4 Alternative options:

### Shared apartments

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

<http://www.studentenwerk-marburg.de/en/housing.html>

There are no upfront fees for renting a room in a WG, however you should expect to pay a cautionary deposit, usually the equivalent of 3 month's rent.

## 2.6.5 Temporary accommodation

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

<http://www.mitwohnzentrale.de>

## 2.6.6 Useful Terminology

General: An online German-English dictionary can be found at: <http://dict.leo.org>

### Warm or cold? (*Warm oder kalt?*)

Rents for unfurnished accommodation are often based on a basic rent (*Kaltmiete* or *kalt*), on top of which you have subsidiary charges added, i.e. the cost of electricity, water, heating and rubbish collection. These additional costs are referred to as *Nebenkosten* or 'NK'. By contrast, the rent for furnished flats usually includes these subsidiary charges and is referred to as *Warmmiete* or simply 'warm'. So when reading descriptions of accommodation, note that the term 'warm' includes these additional costs and 'kalt' does not.

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

In Germany you can rent furnished, partly furnished or empty flats.

Empty flats can be really empty: sometimes they do not have curtains, lights or even kitchen fittings – often there will simply be wires hanging out of ceiling and/or pipes coming out of the wall.

Partly furnished rooms have at least some furniture and kitchen fittings. Apartments are rarely offered with furniture, whereas single rooms or rooms in dormitories (student halls of residence) are generally furnished.

### Where to find furnitures?

A second hand market might be helpful for you in case you need furniture for your flat. Here is the address of a very cheap place:

Marburger Recycling-Zentrum

Gisselberger Str. 33, 35037 Marburg

Phone: +49 6421 873330



## 2.7 GEZ – Licence Fee

In Germany you must pay a licence fee (Rundfunkbeitrag). For 17,50€ per month the licence fee covers all public service broadcasting programmes over all means of distributions. In one residence you pay one fee.

For more informations please have a look at

[https://www.rundfunkbeitrag.de/e175/e198/Informationsflyer\\_Buergerinnen\\_und\\_Buerger\\_englisch.pdf](https://www.rundfunkbeitrag.de/e175/e198/Informationsflyer_Buergerinnen_und_Buerger_englisch.pdf)

## 3 SALARY AND TAXES

If you are paid by the MPIterMic during your stay you are an employee on a contract.

Your income is subject to tax and social security deductions. As an employee on a contract you are automatically a member of the statutory health insurance in which you have the option of choosing a health insurance company to be insured by – on page 6 you will find useful internet addresses on the different health insurances. Under contract, you are also part of a retirement funding scheme, and theoretically eligible for unemployment payment. Your gross income depends on your position (post-doc, doctoral student, etc.), and the funding source. The final net income varies according to the tax rate (this includes also the church tax – but be informed, that you don't need to pay church tax if you are not a member of a church). The tax rate depends on the marital status. Normally between 35% and 55% of your salary will be deducted in tax and social security.

Confused? Please come and meet us in the personnel office!

### Value Added Tax (VAT)

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

## 4 FOOD

The two cafeterias or “Mensen” (singular “Mensa”) in Marburg are the central meeting points for students and staff at Philipps-University. During the semester, both cafeterias provide three or four different lunch meals at reasonable prices. Apart from a wide selection of cold and hot meals and drinks, you can enjoy organically sourced food and products certified “Geprüfte Qualität – Hessen” (Hessen quality tested). If you do not eat meat there is always a vegetarian option.

The **Mensa Erlenring** has space for 500 diners and is situated in the Lahn Valley. South of the hospital in the Lahn Hills you will find the **Mensa Lahnberge**. Here there is seating space for 580 on different levels. During the semester break the serving times and options vary at both refectories. The Mensa Erlenring then opens from 12 noon to 2 pm; the Mensa Lahnberge from 11.30 am to 2 pm. Please look out for the relevant notices.

There are two cafeterias in the Lahn Hills (Lahnberge):

- **Cafeteria Lahnberge** (in the “Studentenzentrum” in the “Lahnbergen”)
- **Mo’s Diner Lahnberge** (in the “Mehrzweckgebäude” in Hans-Meerwein-Straße)

The **Mo’s Diner** is the closest cafeteria to MPIterMic. Visitors can find the daily menu online from respective mensa website. Additionally all the Mensa does not allow cash payment, but you need to buy a Mensa card which can be topped-up with desired amount of money.

### “Das Frühstücksmobil”

Breakfast comes by bus to the decentralised university buildings which have no cafeteria of their own run by student services. The Breakfast Bus offers fresh coffee, muffins, savory filled bagels, baguettes, croissants and rolls as well as hot soup, burgers and schnitzel. You can also opt for sweets, milk and dairy products and fresh fruit.

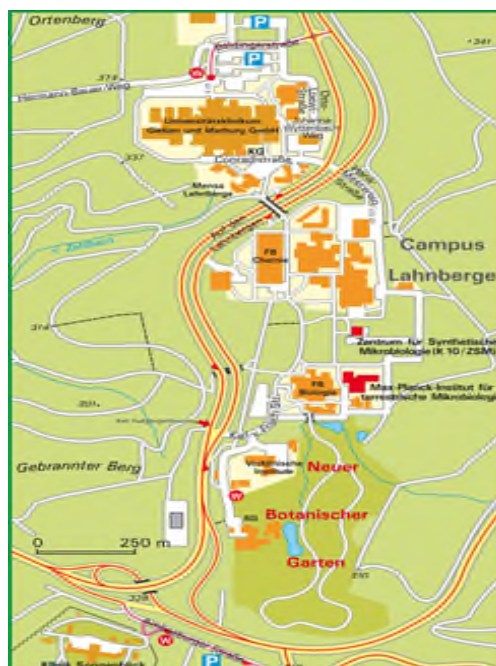
In the city center of Marburg you have many shops and supermarkets (e.g. Rewe, Aldi) for groceries, as well as restaurants and bars. Shops and supermarkets are generally open from 09.00 until 20.00 on working days. Some start even earlier (at 07.00) and / or close later (21.00 / 22.00).

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

## 5 TRAVEL DIRECTIONS

The Max Planck Institute for Terrestrial Microbiology is located on the University Campus Lahnberge, which hosts most of the faculties in the natural and life sciences of the Philipps-University. Our closest neighbor on the Campus Lahnberge is the Faculty of Biology, across the street from the institute.

As the department in which you will work would like to arrange to welcome you, please give your host an estimated time of arrival.



You find the Max Planck Institute in the Karl-von-Frisch-Str. 10

The new building with the departments of Prof. Dr. Victor Sourjik, Prof. Dr. Knut Drescher and Dr. Hannes Link you can find it in the Karl-von-Frisch-Str. 16 (Synmikro / ZSM)

### By car

From the south via Frankfurter Kreuz, take the A5 autobahn to Gambacher Kreuz, and then the A45 to Gießener Südkreuz. Pass Gießen on the A485, then join the B3 and exit at Marburg-Süd). Follow the road signs to Uni.-Lahnberge, finally turning right onto Karl-von-Frisch-Straße (signpost for the Botanischer Garten).

From the north via Kassel, take the A49 autobahn and exit Borken onto the B3 exiting at Cölbe/Wehrda. Turn right in the direction of Marburg, following the road signs to Uni.-Lahnberge. Go past the university hospital and turn left onto Karl-von-Frisch-Straße (signpost for the Botanischer Garten).

### By plane

Upon arrival at Frankfurt Airport, take a train via Frankfurt Hauptbahnhof to Marburg Hauptbahnhof and then a taxi to the Max Planck Institute (10-15min)

*Note: Frankfurt Hahn airport is not in Frankfurt and be aware that to get there is quite complicated. So check out the connection in advance if you choose this airport!*

### By train and bus

Take the train (from the south via Frankfurt, from the north via Kassel) to Marburg (Lahn) Hauptbahnhof (central station).

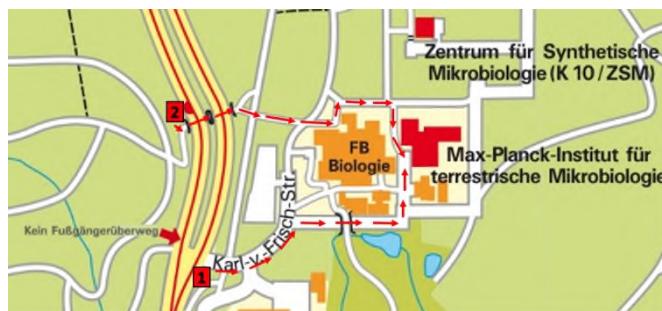
From Marburg (Lahn) Hauptbahnhof (central station) take one of the following City bus lines:

- City bus line Nr. 7 with destination "Südbahnhof" (via "Universitätsklinikum")
- City bus line Nr. 11 with destination "Universitätsklinikum"
- City bus line Nr. MR75 with destination "Kirchhain Bahnhof" (via "Universitätsklinikum")

exit at the bus stop "Botanischer Garten".

If you arrive with line Nr. 11 (marked as stop "1"), then you go direction "Botanischer Garten" (you don't need to cross the street) and then follow the sign "Max-Planck-Institut".

If you arrive with line Nr. 7 or MR75 (marked as stop "2"), then use the underpass and go direction "Fachbereich Biologie". The first building belongs to the Faculty of biology of the University and the second building ist the Max-Planck-Institut.



## 6 DRIVER´S LICENCE

Your driver´s license is valid for a temporary stay in the Federal Republic of Germany. If you have a valid national or international driver´s license, in the Federal Republic of Germany you may drive motor vehicles of categories for which your license is issued. You must adhere to the requirements and restrictions of your driver´s license here too. Your driving license is valid even if you have not yet reached the minimum age prescribed for the corresponding class in the Federal Republic of Germany. The license must be carried while operating the vehicle. If you have an international driver´s license, no translation is required.

You must carry a translation of the national driver´s licence with you if it: has been issued in non-member state of European Union (EU) or in party state to the Agreement on the European Area (EEA) (Iceland, Liechtenstein, Norway) or is not written in the German language or does not correspond to the Convention on Road Traffic of November 8, 1968. To find out whether your driver´s license complies, please ask the competent authorities of the issuing state.

German-language translations may, among others, be carried out by German or internationally recognized automobile clubs of the country issuing the license, official bodies of the country issuing the driving license, court-appointed and generally sworn interpreters and translators, and German diplomatic representations. If you have a driver´s license from a member state of the EU or EEA, it usually remains valid even after taking up residence in the Federal Republic of Germany until its expiration date.

For questions you can ask the driver´s license office in Marburg:

Landkreis Marburg-Biedenkopf  
Fachbereich Ordnung und Verkehr  
Fachdienst Kraftfahrzeugzulassung und Fahrerlaubnisse  
Im Lichtenholz 60  
35043 Marburg  
Tel.: +49 (0) 6421 405-1651 or +49 (0) 6421 405-1608  
Fax.: +49 (0) 6421 405-1658  
E-Mail: [fuehrerschein@marburg-biedenkopf.de](mailto:fuehrerschein@marburg-biedenkopf.de)

## 7 GETTING SETTLED

### 7.1 Information for your first day at the Institute

You will be shown around the MPIterMic by your host or one of your lab colleagues.

**IMPRS-Mic**– International Max Planck Research School for Environmental, Cellular & Molecular Microbiology

If you are a PhD student joining IMPRS-Mic, the coordinator will take care of all your questions regarding the IMPRS-Mic programme and help you finding accommodation, setting up a bank account etc.. For information on IMPRS-Mic please see:

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

In addition, the MPIterMic has a committee of PhD representatives. The PhD representatives welcome all new PhD students and introduce them to PhD relevant issues at the MPIterMic.

If you join the MPIterMic as a post-doc, the MPIterMic also has a committee of post-doc representatives that organises various educational activities for the post-docs. The Philipps-University in Marburg also organises such activities within the framework of MARA - Marburg University Research Academy. The postdoc representatives help introducing new post-docs to relevant issues at the MPI.

For information, please see: <https://www.mpi-marburg.mpg.de/postdoctoral-community>

## 7.2 Residence Permit / Registration

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

In order to register you need your passport plus a certificate from the landlord (Wohnungsgeberbestätigung). You will then receive a copy of your registration certificate (*Meldebescheinigung*) – **note: please give a copy of the registration to the personnel office**

**Without a registration certificate (*Meldebescheinigung*) you cannot open a bank account.**

**Registration office** (within the building of the Stadtbüro)  
Frauenbergstraße 35 (enter the building, upstairs on the left side)

### By phone:

06421 201-1801

Fax: 06421 201-1828

E-Mail: [stadtbuero@marburg-stadt.de](mailto:stadtbuero@marburg-stadt.de)

### Consulting time:

Monday and Wednesday: 08:00 - 17:00 h

Tuesday: 08:00 - 13:00 h

Thursday: 08:00-18:00 h

Friday: 07:30 – 12:00 h

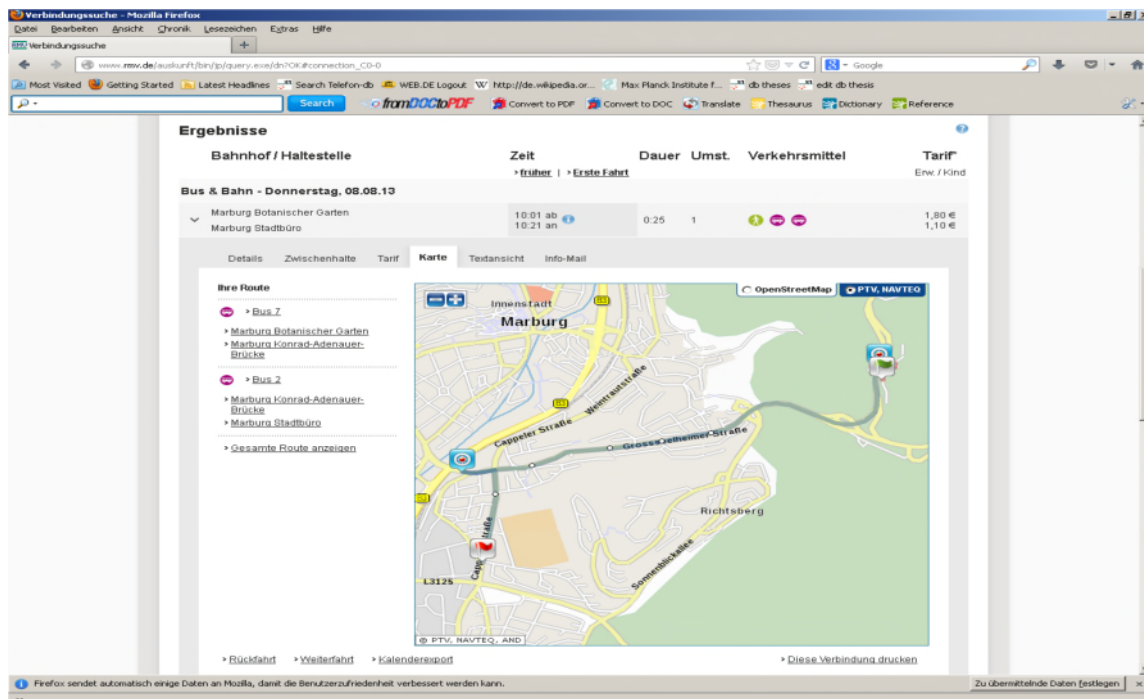
### How to reach the Stadtbüro by bus:

Start at Botanischer Garten (direction: Großseelheimer Straße), take line 7 to Konrad-Adenauer-Brücke, change there to line 2, exit at Stadtbüro.

Duration: 25 minutes

or

Take a bus line 7 from Botanischer Garten and get down at Südbahnhof (9min journey). From Südbahnhof one can take bus line 1, 2, 4, 6, 13, 80 and 86 in the direction of Stadtbüro (1min journey).



### **7.3 Foreigners' Registration / Visa application**

When you stay longer than 90 days (validation of your visa) you are obliged to apply for an „Electronic residence permit“: To do so, please go to the „Ausländerbehörde“ (foreigners office).

**Ausländerbehörde** Marburg (within the building of the Stadtbüro)  
Frauenbergstraße 35, 1st floor, room 123

**By phone:**

06421/201-1142

Fax: 06421/201-1593

E-Mail: [auslaenderbehoerde@marburg-stadt.de](mailto:auslaenderbehoerde@marburg-stadt.de)

**Consulting time:**

Monday, Wednesday, Friday: 08:00 - 12:00 h

Thursday: 15:00 - 18:00 h

The foreigners' office of the administrative district Marburg-Biedenkopf (Im Lichtenholz 60, 35043 Marburg, Phone 06421/405-0) is responsible for foreign citizens who do not live in the city of Marburg but in the district Marburg-Biedenkopf.

Necessary documents:

- Application for the eCard
  - Valid passport
  - 2 Biometric photos
  - Proof of financial support
  - Rental agreement plus registration sheet
  - Contract of health insurance
  - Certificate of matriculation or an evidence regarding the purpose of residence
- Additional for children: Certificate of the school or Kindergarten

The existing residence title (sticky label), the residence card and permanent residence card, and the substitute paper identity card have been superseded since 1 September 2011 by the electronic residence title in credit card format.

The electronic residence title has a contactless chip inside the card on which biometric characteristics (photo and two fingerprints), supplementary conditions (requirements) and personal data are stored. In addition, the chip contains the facility to use an electronic proof of identity and a qualified electronic signature.

All EU member states are obliged to introduce the electronic residence title. The basis for this build EU regulations no. 1030/2002 and no. 380/2008.

The aim is to design a uniform residence title for the European Union and, by using biometric data, to increase the connection between document holder and document, and to protect these from abuse. A personal electronic residence title will be issued for every third-country national.

**Note:**

Existing residence titles in passports and substitute identity papers will retain their validity until 31 August 2021.

The electronic residence title will open up online communication with authorities and administrative offices for foreign nationals as it will for German citizens, and help to save time and money. The use of the on-line identity functions (electronic proof of identity and electronic signature function) is voluntary and can be switched on and off on request.

The new document will be produced by Bundesdruckerei GmbH in Berlin.

#### **7.4 Registration of PhD-students**

In order to maintain a student status while doing your PhD at the MPIterMic, you have to be officially recognised as a PhD student (=Doktorand) at the university. Usually, PhD students at the MPIterMic are registered at the Faculty of Biology. Once you are registered as a PhD student you will receive a student identity card/semester train ticket.

In order to get registered you have to write a letter to the dean of the Faculty of Biology (currently Prof. Dr. Diethart Matthies) in which you apply for the “Doktorand” status. This letter must also include the following documents:

- 1.) A certificate of your current academic status (e. g. a Master of Science certificate)
- 2.) The working title and short description of your research project
- 3.) A signed consent for supervision by your PI (signed by you and your PI)

If you are accepted as a “Doktorand” at the Faculty, you will receive a specific document from the dean. Then you use that document to get your student identity card/semester train ticket in the central office of the university (Studiensekretariat) in Biegenstraße 10 in the city centre.

**You can download the corresponding forms from**  
<https://www.uni-marburg.de/fb17/studium/studiengaenge/promotion/antragprom>  
(only in German)

## 7.5 Banking, Mail, Telephone, Internet, Electricity

### 7.5.1 Money

In Germany it is still common to pay cash for small sums of money in stores, clothes shops and restaurants. Credit cards or EC-cards are generally accepted. If you are planning to stay more than 2 months, you will probably want to open a current account (*Girokonto*) at a bank as soon as possible. Your salary will be transferred to it and it is easier to transfer regular payments such as rent and electricity.

If you have frequent payments from or to your bank account in your home country, ask your home bank whether it works together with a bank in Germany. This could save both costs and time in transferring money to the bank abroad.

### 7.5.2 Opening a bank account

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

**EC-card / electronic cash:** Once you have opened an account, you can order an EC-card from your bank. If you lose your EC-card, contact your bank as soon as possible or cancel the EC-card/credit card (Tel: 116 116), reachable 24/7.

Sparkasse Marburg-Biedenkopf  
Universitätsstraße 10, 35037 Marburg  
Homepage: [www.skmb.de](http://www.skmb.de)  
Phone: 06421-206-0  
Opening hours: Mo-We, Fr: 8.30 am– 4.00 pm; Thur: 8.30 am - 5.30 pm  
--- no appointment needed

Volksbank Mittelhessen  
Rudolphsplatz, 35037 Marburg  
Homepage: [www.vb-mittelhessen.de](http://www.vb-mittelhessen.de)  
Phone: 06421-292-0  
Opening hours: Mo-We, Fr: 8.30 am – 4.00 pm; Thur: 8.30- 5.30 pm



#### Deutsche Bank

Biegenstr. 2, 35037 Marburg

Homepage: [www.deutsche-bank.de](http://www.deutsche-bank.de)

Phone: 06421-9908-0

Opening hours: Mo-We, Fr: 8.30 am – 4.00 pm; Thur: 8.30 am – 5.30 pm

--- you normally have to ask for an appointment

#### Postbank

Bahnhofstr. 6, 35037 Marburg

Homepage: [www.postbank.de](http://www.postbank.de)

Phone: 06421-9272-0

Opening hours: Mo-Fr: 9.00 am– 6.00 pm; Sa: 9.00 am– 12.30 pm

#### Sparda Bank Hessen e.G.:

Krummbogen 15, 35039 Marburg

Homepage: [www.sparda-hessen.de](http://www.sparda-hessen.de)

Phone: 069-7537-0

Opening hours: Mo+Thur: 8.45 am – 6.00 pm; Tue: 8.45 – 4.00 pm; We+Fr: 8.84 am – 2.00 pm

#### Commerzbank:

Pilgrimstein 26, 35037 Marburg

Homepage: [www.commerzbank.de](http://www.commerzbank.de)

Phone: 06421-92710

Opening hours: Mo-Fr: 9.00am – 13.00pm and 14.00pm – 18.00pm

### **7.5.3 Mail**

Please refer to [www.deutschepost.de](http://www.deutschepost.de) for information about post offices, mailing, charges and German postcodes. The website is also in English.

### **7.5.4 Public Telephones**

You can call any number in Germany or abroad from any public telephone box. However, to some countries there is no direct dialling, so you have to call an operator first at 0010 and ask for a connection. In most public telephone boxes it is also possible to be rung back, there should be a number on the phone or above it.

However payphones have become fairly rare in Germany. Most public phones are now cardphones. You can buy a phone card at post offices or newspaper stands.

Please note that the telephones at MPIterMic cannot be used for private phonecalls.

#### Useful telephone numbers:

National Inquiries: 11880 or 118333

The English Language Service can be reached by dialling 11837

For international inquiries dial 11834

### **7.5.5 Private Telephones / Internet access**

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

<http://www.dslweb.de>

<http://www.verivox.de>

<http://www.telekom.de>

<http://www.unitymedia.de>

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

### 7.5.6 Electricity / Power Supply

You can register with the local provider Stadtwerke Marburg, via the Internet at <http://www.stadtwerke-marburg.de/strom.html>

For power supply, you can compare different companies and rates under: <http://www.stromauskunft.de>

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

### 7.6 Public Transport

Note that every city or administrative district has its own regional transport system, with its own charges, tickets and services. There is no uniform system throughout Germany.

<http://stadtplan.marburg.de/mapsight/stadtplan?action=west> here you find a map of Marburg

<http://stadtwerke-marburg.de/busverkehr.html> or <http://www.rmv.de> provides information on local transport in Marburg.

<http://www.bahn.de> has train schedules covering the entire Germany.

Using either of these links you can buy your tickets online. They also offer an English version of

#### Common tickets terminology

**Einzelfahrt** = ticket valid for one trip

**Tageskarte** = ticket valid all day long

**Wochenkarte / 7-Tageskarte** = is valid for a whole week and costs about as much as 5 tickets would

**Monatskarte** = is valid for entire current calendar month or 30 days

**Jahreskarte** = is valid for one year and costs about as 10 monthly tickets

Another option is **carsharing**. You only need a German bank account and a valid driving license. <http://www.einfach-mobil.de/informationen/preise/privatkunden.html> or <https://www.flinkster.de>

### 7.7 German language courses

Language is the key to the culture of a country. To help you to feel more at home in Germany, the Volkshochschule (<http://www.vhs-marburg-biedenkopf.de>) offers German courses, one for beginners and one for advanced persons.

*Sometimes the MPI offers German language courses, please ask a member from the work council.*

### 7.8 Doctors and Health

If you need to consult a doctor in Germany you can ask your colleagues or acquaintances for a recommendation. You will find a list of all the doctors, listed according to their field of specialisation, in your local classified directory, "Gelbe Seiten" (Yellow Pages). It is often advisable to consult a general practitioner, known as a "Hausarzt", who will transfer you to a specialist if necessary. You should always

ring the doctor's office in advance to make an appointment. In case of accident or emergency you will be given an appointment immediately or on the same day. Otherwise you will probably have to wait a couple of days or even weeks for an appointment, particularly with dentists or specialists.

If you urgently need a doctor at night, during the weekend or on a public holiday, you will have to call a medical emergency service in German "ärztlicher Notdienst" or "ärztlicher Bereitschaftsdienst" (<http://www.primae-eg.de/patienten-information/aerztlicher-notdienst/index.html>)

In case of an emergency you can call 112 for an ambulance or go to the emergency room ("Notaufnahme") of the Universitätsklinikum Marburg or the Diakoniekrankenhaus Wehrda. Importantly, in Germany you only go to the emergency room in case of a real emergency. In any other cases you go first to your general doctor or to a specialist and they will transfer you according to your health problems.

### **7.9 Daycare and Kindergarten**

Daycare facilities take children between the ages of 3 months and 3 years. Here we distinguish between KITAS (Kindertagesstätte, many kids with several nannies) and private nannies (Tagesmütter) (5 kids, at the nanny's private home). The costs are roughly the same.

Kindergartens take children aged 3 to 6 years.

You can find a "private Tagesmutter" in Marburg via this web page <http://www.tagesmuetter-marburg-landkreis.de/tagesmuetter.html>

Use the link <https://www.marburg.de/leben-in-marburg/menschen-in-marburg/kinder-und-jugendliche/betreuungsangebote/> to search for:

1. KITAS (Kindertagesstätte usually 6month – 3 years, some have a Kindergarten (age 3-6) attached (Kinderbetreuung)
2. Private Tagesmütter according to the area code (Kinderbetreuung)
3. After school daycares for kids between 6-12 (Schulkinderbetreuung)
4. Camps and workshops during school breaks (Ferienbetreuung)

If you need help to translate these web pages, please contact the personnel administration.

### **7.10 Schools**

Finding a school for your children aged 6 - 18 years is not a problem. Generally, where you live determines which school your children go to. The school year begins after the summer holidays, any time between from July to September, depending on the federal state. Attendance at state run schools in Germany is free of charge. There are only a few private or international fee-paying schools.

<http://www.howtogermy.com/pages/education.html> provides a good overview of the German School System. In a German school, lessons are held in German. That is undoubtedly the quickest way for your child to learn the language.

Marburg offers excellent "camps" and workshops for kids (age 6-12) during school vacations. Please visit these web pages for more information. Note, that you need to

register immediately upon opening of registration in order to safe a spot for some of the camps.

[www.uni-marburg.de/familienservice/allgemeine-infos/ferienbetreuung/ferienbetreuungsangebote/ferien](http://www.uni-marburg.de/familienservice/allgemeine-infos/ferienbetreuung/ferienbetreuungsangebote/ferien)

### **7.11 Parents-Kids Room at the MPIterMic**

All guests and employees of the MPIterMic are eligible to use the Parents-Kids Room next to the entrance hall. To be able to enter and use this room please contact the personnel administration. After you read the user instructions and confirm with your signature that you understood everything, you get access via your institute transponder.

**Note:** if you need support regarding Daycare / Kindergarten / Schools you can also contact @ MPI Stefanie Reissmann, B.1.13, phone -530

## **8 HELPFUL ADDRESSES**

... where they speak English very well

### **Hairdresser**

“Erdogu”  
Neustadt 27  
35037 Marburg  
Tel. 06421-686528

### **Sport Center**

“Physicum”  
Untergasse 8  
35037 Marburg  
Tel. 06421-23074

### **Swimming Pool**

Sommerbadstraße 41  
35037 Marburg  
Tel. 06421-3097840

### **Translation**

Frédéric Schwindack  
(English, French, Spanish)  
Steingasse 10  
Tel. 06421-27851

### **Lawyer**

Diana Cosic  
Kelz und Partner  
Bismarckstraße 14  
35037 Marburg  
Tel. 06421-3097830

### **General Doctor**

Dr. med. Susanne Träger  
Friedrichstraße 9  
35037 Marburg  
Tel. 06421-13993

### **General Doctor**

Dr. Ulrike Kretschmann  
Bahnhofstrasse 18  
35037 Marburg  
Tel. 06421-32225

### **General Doctor**

Dr. Amala Neelsen  
Lahnstraße 4  
35037 Marburg  
Tel. 06421-65511

**General Doctor**

Dr. Mathis Brinschwitz  
 Deutschhausstraße 40  
 35037 Marburg  
 Tel. 06421-1681600

**General Doctor**

Praxis Dr. T. Specht, U. Hüttner  
 Dr. M. Dohmen & U. Hoffbauer  
 Schwanallee 15  
 35037 Marburg

**Orthopaedic**

Dr. Hans-Christian Hufeland  
 Erlenring 9  
 35037 Marburg  
 Tel. 06421-948140

**Obstetrics and Gynecology**

Dr. Franziska Fischer & Michael Dahm  
 Biegenstr. 48  
 35037 Marburg  
 06421-67540

**Pediatrician**

Dr. Michael Bernhard  
 Universitätsstraße 41  
 35037 Marburg  
 Tel. 06421-24141

**Dentist**

Dr. Ulrike Hainer-Heuser  
 Universitätsstraße 41  
 35037 Marburg  
 Tel. 06421-161434

**Dermatologist**

Hautzentrum Marburg, Fr. Dr. Bliemel  
 Wilhelmstraße 5 – 7  
 35037 Marburg  
 Tel. 06421-25736

**Dentist**

Zahnarztpraxis Erlenringcenter  
 Erlenring 19  
 35037 Marburg  
 Tel. 06421-924747

The best tip: It is better to go to the places rather than call for an appointment and also be very insistent!

## 9 TELEPHONE NUMBERS

### 9.1 Institute's important telephone numbers

<b>Max Planck Institute for Terrestrial Microbiology</b>	06421 / 178 - 0
<b>Reception desk at the main entrance</b>	- 900
<b>Head of Administration</b>	- 901
<b>Personnel Office</b>	- 902/- 912
<b>Accounts department</b>	- 903/- 655
<b>Travel Reimbursement</b>	- 650
<b>IMPRS Office</b>	- 905
<b>Workers Council</b>	- 910
<b>First Aid Room</b>	- 452
<b>House technician</b>	- 400/- 401
<b>Caretaker</b>	- 499
<b>Department of Biogeochemistry</b>	- 800
<b>Department of Ecophysiology</b>	- 200
<b>Department of Organismic Interaction</b>	- 500
<b>Department of Systems and Synthetic Microbiology</b>	28-21401

## 9.2 Emergency Telephone numbers in Germany

<b>Police</b>	110
<b>Fire Department</b>	112
<b>Emergency Ambulance</b>	112

**!!!** for further information you can also have a look at **!!!**  
<http://www.uni-marburg.de/international-en/incoming/res/welcome/guide>  
<http://www.uni-marburg.de/international-en-old/welcome-en/preparation-en>

Max Planck Institute for Terrestrial Microbiology  
Karl-von-Frisch-Straße 10  
35043 Marburg

Tel. 06421 / 178-0  
Fax 06421 / 178-999  
[central-office@mpi-marburg.mpg.de](mailto:central-office@mpi-marburg.mpg.de)



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