



Important formalities after your arrival



Photo: colourbox.de

### Registration—‘Anmeldung’

Germany has a system of compulsory resident registration: ‘§17 BMG—Anmeldung, Abmeldung’. As soon as you have moved into your new accommodation, you have to register with the local Resident Registration Office (‘Einwohnermeldeamt’), Citizen’s Service Office (‘Bürgerbüro’) or Immigrations office (‘Ausländeramt’) within two weeks of moving in. The same applies for change of address.

At the day of registration, you will be issued a registration certificate (Anmeldebesccheinigung). The confirmation of registration is necessary to open a bank account, to apply for a residence permit and for many other bureaucratic steps. Late registration can have negative repercussions for you and you may have to pay an administrative fine (‘Bußgeld’).

Keep in mind that in Germany, your residence status determines how much income tax you will pay (e.g. no Resident registration in Germany = Tax class VI).

### Re-registration—‘Ummeldung’

For change of address, you will have to re-register with the local Resident Registration Office within two weeks of moving in. Do not forget that this is the law and applies not only to foreigners, but to everyone living in Germany!

You should notify the Post Office of your change of address, that way your letters and packages will then be forwarded automatically to your new address for an agreed period. This service costs money and is called ‘Nachsendeauftrag’. Please make sure to inform your bank, insurance company, Foreigners’ Office and other important contacts of your new address.

### De-Registration—‘Abmeldung’

Anyone who moves out of an apartment and does not move into a new accommodation in Germany must notify the Registration Office within two weeks of moving out. De-registration is possible at the earliest one week before moving out.

### Resident registration offices

In Passau, there are two Citizens’ Service Offices (Bürgerbüro) where you can com-

plete all your administrative formalities. One is located in the Town Hall and the other in Haidenhof Nord, which is located in the north-western part of the city. Both offices are easily reached by bus.

If you are a citizen from EU member countries, you have to register with the Citizen’s Service Office (‘Bürgerbüro’) in Passau.

#### Address

Stadt Passau, Altes Rathaus  
Rathausplatz 2  
94032 Passau  
Phone: +49 851 396-225  
E-mail: buergerbuero@passau.de

Dienstleistungszentrum Passavia  
Vornholzstrasse 40  
94036 Passau  
Phone: +49 851 396-100  
E-mail: buergerbuero@passau.de

If you are a citizen of a non-EU country, you have to register with the immigrations office (‘Ausländeramt’) in Passau.

#### Address

Stadt Passau, Altes Rathaus  
Rathausplatz 1  
94032 Passau  
Phone: +49 851 396-564  
E-mail: auslaenderamt@passau.de

### How can I register my accommodation?

Registration, re-registration or de-registration can be done in person at the Citizens’ Service Offices or Immigrations office of the city of Passau. In exceptional cases, this is also possible by post.

### Documents to register your accommodation

Please take with you the following documents for all persons to be registered:

- ▶ Passport (and visa, if you have one) or your personal identification card
- ▶ Civil status certificates (birth, or marriage certificate, if applicable)
- ▶ Tenancy agreement
- ▶ Confirmation of residence from your landlord (‘Wohnungsgeberbescheinigung’)
- ▶ Registration form

### Please note

After you have registered your accommodation with the Citizens’ Service Office or Immigrations office, you will automatically receive a letter after one to three weeks with your Tax ID (‘Steueridentifikationsnummer’). Keep it safe! You must forward your Tax ID to your HR department when you get an employment contract in Germany.

You will also automatically receive a letter from the ‘Beitragservice’ with a bill for the licence fee (‘Rundfunkbeitrag’).

### Licence fee registration

Have you received a letter from the ‘Beitragservice’ and do not know what to do? There is a simple rule, whether you live alone or in a shared flat, you pay one fee of €17.50.

Is someone paying the licence fee for your accommodation already?

**Yes:** you have to report the name and licence fee number of the person paying

**No:** please register here: [www.rundfunkbeitrag.de](http://www.rundfunkbeitrag.de)



### Opening a bank account

In Germany, a current account, also known as 'Girokonto', is the most common form of accounts for payment that do not involve cash. There are several bank branches which offer the entire range of services online, including the setting up of the current account for all necessary transactions. The process of setting up a current account is not too complicated. The terms, conditions and costs regarding the account vary from bank to bank, so it is definitely worth comparing banks. Most banks offer reduced fees for students. Ask for further details at the bank of your choice.

The automatic teller machines (ATM) are called 'Geldautomat'. You can withdraw money free of charge from your 'Girokonto' at the cashier's desk in the bank of your choice or from a 'Geldautomat'. You can set up a standing order, a so called 'Dauerauftrag', to ensure that your financial transactions, such as payment for rent, electricity, health insurance, telephone bills etc., are on time every month.

You will definitely need to open a bank account if you work or if you will be en-

rolled as a doctoral researcher at the University of Passau. The University of Passau does not transfer wages to foreign accounts. The same applies for German funding organisations with regard to scholarship.

### Documents to open a current account

- ▶ Passport or personal identification card
- ▶ Student ID or confirmation of enrolment or notification of admission from the University of Passau
- ▶ Confirmation of registration from the Resident Registration Office or Immigrations office of the City of Passau
- ▶ Letter from the Immigrations office of the City of Passau (for a blocked account, if applicable)
- ▶ Tax ID ('Steueridentifikationsnummer')

### Banking

Most people in Germany pay by cash or debit card. You will get a debit card when opening a current account. If you additionally want a credit card from your bank, you should note that banks usually charge an annual fee. If you wish to withdraw money from your German bank

account in your home country, please inquire whether there are subsidiaries or partner companies that provide free cash withdrawal. You should also know that some banks offer a free account management, but others do not. In any case, it is worthwhile comparing the offers of all banks, including online banks.

If you choose a bank that is part of the Cash Group, you can also withdraw free of charge at any ATM of the group's member banks. The following banks are in the group: Berliner Bank, Commerzbank, Deutsche Bank, HypoVereinsbank and Postbank. Even with a foreign credit card you can withdraw cash at ATMs, however, a fee will be charged for this service.

#### Addresses

Commerzbank  
Bahnhofstrasse 22  
94032 Passau  
Phone: +49 851 50160  
www.commerzbank.de

Deutsche Bank  
Ludwigsplatz 5  
94032 Passau  
Phone: +49 851 931020  
www.deutsche-bank.de

HypoVereinsbank  
UniCredit Bank AG  
Bahnhofstrasse 10  
94032 Passau  
Phone: +49 851 72090  
www.hypovereinsbank.de

Postbank  
Finanzcenter  
Bahnhofstrasse 24  
94032 Passau  
Phone: +49 180 3040500  
www.postbank.de

#### Addresses

Sparda-Bank  
Nibelungenplatz 4  
94032 Passau  
Phone: +49 941 5831222  
www.sparda-ostbayern.de

Sparkasse Passau  
Große Klingergasse 2  
94032 Passau  
Phone: +49 851 3980  
www.sparkasse.de

VR-Bank Passau  
Ludwigsplatz 1  
94032 Passau  
Phone: +49 851 3350  
www.vr-bank-passau.de

### ! Please note

As proof of financial resources, you may have to set up a blocked account, for example at the Deutsche Bank (www.deutsche-bank.de), at Fintiba (www.fintiba.com) or at Sparkasse Passau (www.sparkasse-passau.de).

In Passau, the Immigrations office will issue a letter for you, requesting the bank of your choice to open a blocked account: 'Antrag auf Eröffnung eines Sparkontos mit Verfügungsbeschränkung'. This letter is only necessary for Deutsche Bank and Sparkasse Passau. At Fintiba everything is processed online and you will not need this letter. Make sure to ask for this letter, if needed, when registering your accommodation to save time.

After you set up the blocked account, you must deposit about €10,500 into it if your stay is up to one year. You are allowed to withdraw up to €853 per month from your blocked account.

### Social security

The German Social Security System consists of a few different insurances. The most important one is the health insurance. There are private and state insurances. If you have a full time job, your employer will generally pay a big part of your state insurance. There are different insurances with different tariffs for students, employees or unemployed people that you can check out on the websites of the different insurance companies (AOK, TK, DAK, BKK, HKK, Barmer etc.).

Another component of Social Security is your pension insurance. As an employee, you and your employer pay into the insurance. If you plan to work in Germany for less than five years, you can apply for an exemption.

The last component is the unemployment insurance. Your employer and you pay into the insurance. If you pay in for at least twelve months, you are eligible for the services of the insurance should you be unemployed. To receive the unemployment benefits, you have to register at least three months before the end of your work contract with the employment agency ('Bundesagentur für Arbeit').

### Pension insurance scheme

It is generally compulsory for employees to be insured under the statutory pension fund. The pension insurance ensures that you are financially secure in your old age. The pension insurance fund also supports you before the statutory pension age in cases of incapacity. This means, for example, that you receive support if you have a serious illness or disability and can no longer work or can only work part-time. Support is also offered if you are widowed or an orphan.

The statutory pension is lower than

your income during your working life. To maintain your standard of living during old age, you should supplement the statutory pension insurance with a private scheme.

### Additional pension provision: VBL

If you receive an employment contract from the University of Passau, you are an employee in the public service and thus entitled to an additional pension provision. You will automatically be given an insurance policy with the 'Versorgungsanstalt des Bundes und der Länder VBL'.


The insurance is called 'VBLklassik'. However, you have to be employed within the public service in Germany for at least 60 months in order to acquire any entitlements for pension benefits.

Since researchers are often only employed for a short period of time, a special pension scheme is provided for them: 'VBLextra'. You can acquire pension entitlements without having to meet the qualifying period requirement.

 [Read more](http://www.vbl.de/en/company/an_overview)  
www.vbl.de/en/company/an\_overview

### Suggested guidelines

- ▶ Check if a VBLklassik or a VBLextra is the right choice for you:  
[www.vbl.de/en/products](http://www.vbl.de/en/products)
- ▶ As you will automatically be registered for the compulsory insurance with VBLklassik, you must apply for VBLextra within two months after your employment starts, you should read up on this matter as soon as possible on the above-mentioned website.
- ▶ If you decide to apply for VBLextra, you have to fill in a form and send it to the VBL within two months of starting your employment. You can find this form on the linked website.

 **Please note**  
If you decide to apply for 'VBLextra' and receive a new employment contract after your current contract ends, you will be registered with 'VBLklassik' automatically, if there is at least one day between the end of the old and the beginning of the new contract. In such a case, you can apply for 'VBLextra' again. You will automatically be registered with 'VBLklassik', if you are given an unlimited contract. In this case you cannot apply for 'VBLextra'.

### Social security contributions

The right to be insured against sickness, accidents, unemployment and for old age and nursing requirements is financed by the payment of social security contributions by employees and employers as well as through state subsidies. The money paid monthly for health, unemployment, pension and care insurance is called social contributions ('Sozialabgaben').

The amount of social security contributions depends on income; around half is paid by the employer and half by the employee. The employee's part is automatically deducted from the salary, the employer must transfer the contributions to the relevant insurance companies.

### Pension insurance

As an employee of the University of Passau, you and the University pay monthly contributions to the German pension office. In addition, the employer pays a portion of the VBL Pension Fund. If you work less than five years in the public service in Germany, you can apply for an exemption. If your employment exceeds the duration of five years, your employee share is automatically deducted from your salary.

### Unemployment insurance

If you are subject to social security at the University of Passau, you will have to pay unemployment insurance contributions. You are entitled to unemployment benefits if your contribution period is at least 12 months. If you wish to use these services, you must register, at the latest, three months before the end of your employment contract with the employment agency.

 [Read more](http://www.arbeitsagentur.de/web/content/en)  
www.arbeitsagentur.de/web/content/en

### Personal public liability insurance— 'Haftpflichtversicherung'

This type of insurance is useful for a longer stay in Germany and is sometimes required under the terms of your rental contract or lease. The cost for the insurance ranges from €35 to €100 per year. It's an insurance that covers private accidents that you might cause, like car accidents. There's a wide variety of companies offering this service. The extent of the service can vary, so inform yourself which company suits your needs best.

### Social security number

Each employee also needs a national social insurance card and an electronic wage tax card. Employees must register once at an online portal ([www.elster.de](http://www.elster.de)) for the electronic wage tax card. All the necessary data or personal changes for paying taxes will be saved digitally.

The social security number is issued by the pension insurance companies. When an employee first enters employment, the employer generally registers the employee. A social security number and identity card is then awarded to the employee. Questions should be directed to your employer, your health insurance company or your state insurance institution.



## Insurance

### Health insurance

Health insurance is compulsory in Germany. Without proof of health insurance cover for the duration of your stay in Passau, you will not obtain a visa. Health insurance is also a requirement if you wish to obtain a residence permit. Your options depend on your citizenship origin and your status at the University of Passau.

### Researchers with a working contract: compulsory insurance

If you have a regular employment contract with the University of Passau, you are automatically insured and your contributions are automatically transferred to the statutory health insurance company of your choice.

### Citizens of EU and EEA member state

For citizens of EU/EEA countries as well as citizens from countries with bilateral social welfare agreements (Bosnia and Herzegovina, Serbia and Montenegro, Croatia, Macedonia, Switzerland, Turkey and Tunisia): If you are covered by statutory health insurance from one of the

above countries, you are exempt from the requirement to obtain German health insurance. However, you have to show your European Health Insurance Card (EHIC), form E128 or form A/T 11 (Turkish citizens) to any of the public health insurance companies with an office in Passau (see below for address). You will then be issued a health insurance card, which you should present whenever you go to see a doctor.

If you are privately insured in your home country, you will need a written confirmation that your insurance coverage meets the German and European legal requirements. Travel health insurance policies are not accepted, as they do not provide sufficient coverage!

### Citizens from all other countries

We recommend that you take out health insurance with a statutory or state-recognised health insurance scheme in Germany, as the health insurance coverage in other countries is often inadequate. German health insurers offer favourable rates for students (€103.94 for students under the age of 23; €105.80 for students aged

23 and above—however, it is subject to change from year to year).

If you are covered by a foreign health insurance scheme, you should provide proof of insurance cover to the German health insurer. Your health insurance must include the following benefits:

- medical and dental treatment
- prescription drugs and materials
- hospital in-patient treatment
- rehabilitation treatment
- pregnancy and childbirth

Only uncapped insurance contracts, i.e. those which do not have a limit on the sum paid per person and per incident, provide adequate health insurance cover according to this regulation. Hospital daily benefit or private medical liquidation costs do not have to be insured, nor do nursing care provisions have to be included.

### Addresses

AOK  
Neuburger Strasse 92  
Phone: +49 851 5302 112  
E-mail: [passau@by.aok.de](mailto:passau@by.aok.de)  
[www.aok.de](http://www.aok.de)

BARMER  
Nibelungenplatz 4  
Phone: 0800 3331010  
E-mail: [service@barmer.de](mailto:service@barmer.de)  
[www.barmer.de/en](http://www.barmer.de/en)

DAK  
Am Schanzl 8  
Phone: +49 851 988 5200  
E-mail: [service734700@dak.de](mailto:service734700@dak.de)  
[www.dak.de](http://www.dak.de)

### Addresses

Techniker Krankenkasse (TK)  
Nibelungenplatz 1-2  
Phone: +49 851 8517 7710  
E-mail: [passau@tk.de](mailto:passau@tk.de)  
[www.tk.de/en](http://www.tk.de/en)

### Please note

German health insurance coverage starts on the first day of the semester: 1 October (winter semester) or 1 April (summer semester). If you arrive before those dates, you should make sure you have health insurance that covers you for the entire time from your date of arrival in Germany to the beginning of the semester.

### Please note

Foreign health insurance (e.g. travel insurance) policies are deemed inadequate because they usually offer a limited number of benefits and have imposed financial limits (e.g. up to a maximum of USD 50,000) and/or a limited duration of coverage (e.g. repatriation after 90 days).





## Employment formalities

### Employment contract

You are required to fill out numerous **forms** and present certain documents in order to enter into an employment contract with the University of Passau. Your employment contract will be issued by the human resources department. You can submit the required documents directly to the human resources department or at the secretary's office of your host chair.

- ▶ **HR for Chairs and Professorships**  
Franz Wenninger  
Phone: +49 851 509 1310  
Franz.Wenninger@uni-passau.de
- ▶ **HR for Research Assistants**  
Diana Eckmüller  
Phone: +49 851 509 1320  
Diana.Eckmueller@uni-passau.de
- ▶ **HR for Academic Support Staff**  
Monika Eichinger  
Phone: +49 851 509 1330  
Monika.Eichinger@uni-passau.de

One of the documents you will need is a certificate of good conduct ('Polizeiliches Führungszeugnis'); you can request this at the registration office.

The German certificate costs €13; it is sent directly to the University of Passau's human resources department.

### Work permit and tax ID

In order to start employment at the University of Passau, non-EU citizens need a residence permit, which entitles them to work. The work permit is called 'Arbeitsgenehmigung' or 'Arbeitserlaubnis'.


After you have registered your accommodation with the Immigrations office, you will automatically receive a letter after one to three weeks with your Tax ID ('Steueridentifikationsnummer'). Keep it safe, you will need it! You must forward your Tax ID to your HR department.

### Salary

As a rule, doctoral students, postdoctoral researchers or professors are remunerated according to the collectively agreed salary scale. The pay grade depends on your responsibilities, relevant qualifications and individual experience.

**Professors** are paid in accordance with 'W-Besoldung', a salary scale (W1, W2, W3) providing for additional performance-related earnings on top of the basic salary. The University of Passau remunerates **Postdocs and doctoral researchers** according to the TV-L scale (Entgeltgruppe 13 TV-L).

### Read more

 [www.research-in-germany.en](http://www.research-in-germany.en)  
> Plan your stay > Finances > [Salary](#)

### Address

Stadt Passau, Altes Rathaus  
Rathausplatz 2  
94032 Passau  
Phone: +49 851 396-225  
E-mail: [buergerbuero@passau.de](mailto:buergerbuero@passau.de)



Photo: colourbox.de



Photo: colourbox.de

### Taxation and tax return

In Germany, you are required to pay taxes on your gross income if you live and work here for more than six months. The way you do this depends on whether you are an employee or self-employed. If you are employed by the University of Passau, you will receive your net income transferred to your bank account. Income tax, pension insurance, health insurance, unemployment insurance, long-term care insurance, payroll tax, solidarity surcharge and church tax (if applicable) will automatically have been deducted from the gross salary and been paid to the tax office every month. An explanation of salary components can be found in the document [Understanding your payslip](#).

Every year, an income tax return must be presented to the tax office (annual adjustment of wage tax). Filling in a tax return allows you to declare any expenses against tax and you may receive money back from the tax office. Since the German tax system is complicated, it is worth paying an income tax association ('Lohnsteuerverein') or a tax consultant ('Steuerberater/in') to help you complete

your tax return. Your local tax office is also obliged to provide information.

The level of taxation depends on the size of your gross income (progressive tax) and your family status or whether you have a 'second form of income'.



#### Read more

[www.research-in-germany.org/en](http://www.research-in-germany.org/en)  
> Plan your stay > Finances > [Tax](#)



#### Websites for more information

[www.bundesfinanzministerium.de](http://www.bundesfinanzministerium.de)  
> Issues > [Taxation](#)  
[www.euraxess.de](http://www.euraxess.de)  
> Working in Europe > [Taxation](#)  
[www.bmf-steuerrechner.de](http://www.bmf-steuerrechner.de)  
(only in German)

### Church tax

If you are a member of the Catholic or Protestant Churches, you have to pay church tax in Germany. Members of the Jewish community pay the culture tax ('Kultussteuer'), which corresponds to church tax. There is no tax for members of other religions.

## Tax categories

I	<b>SINGLE EMPLOYEES</b> Applies to employees who are single, living in a registered civil partnership, divorced, widowed or married, unless they fall under tax category II, III or IV.
II	<b>SINGLE PARENTS</b> Applies to the employees mentioned in tax category I if they are entitled to the single parent allowance.
III	<b>MARRIED AND SPOUSE HAS NO INCOME OR A LOWER INCOME</b> Applies, upon request, to married employees if both spouses reside in Germany, are not living permanently apart, and if the employee's spouse does not earn a wage, or the other spouse also earns a wage, but is classified under tax category V upon request by both spouses, and to widowed employees, for the calendar year following that of the spouse's death if both were residing in Germany, and were not living permanently apart on the day of death.
IV	<b>MARRIED AND SIMILAR INCOME TO SPOUSE</b> Applies to married employees if both spouses earn a wage, reside in Germany, and are not living permanently apart.
V	<b>OPPOSITE OF CLASS III, I.E. THIS IS THE CLASS YOUR LOWER EARNINGS SPOUSE HAS IF YOU HAVE III</b> Applies to one of the spouses instead of tax category IV if, at both parties' request, the other spouse is classified under tax category III.
VI	<b>FOR A SECOND JOB</b> Applies to employees receiving multiple wages from more than one employer in order for wage tax to be withheld for the second and any additional employment contracts. Also applies to employees not residing in Germany.



#### Important

Should you be categorized in the wrong tax bracket (=Steuerklasse), contact the 'Finanzamt' in person and the tax bracket will be directly changed.



#### Please note

Changing your tax bracket is not retroactive, which means that the change will not be effective until the next month or even the month after the next month, depending on the date of your application to change the tax bracket.

### Applying for a residence permit

After your entry to Germany, you may have to apply for a residence permit according to the purpose of entry stated in your visa. Usually, the residence permit is issued in the form of an electronic card for a limited period of time and can be extended.

The electronic residence title is a personal document (ID). Your personal data, such as name, date of birth, nationality, address, photograph, fingerprints and requirements and conditions, are electronically stored in a chip. No need to worry, your personal data are always reliably protected against theft.



Photo: BAMF.de



#### Read more

- [www.bamf.de/EN](http://www.bamf.de/EN)
- > Topics > Migration and residence
- > Immigrants from third countries
- > The information collection on migration
- > [The electronic residence title](#)

#### Address

Ausländeramt  
Rathausplatz 1  
94032 Passau  
Phone: +49 851 396431  
Fax: +49 851 934180  
E-mail: Auslaenderamt@passau.de

Opening hours  
Mondays to Fridays:  
8 a.m.–12 noon  
Thursdays:  
1 p.m.–5 p.m.  
Bus stop: Rathaus (Town Hall)



#### Step 1

##### Check requirements

Requirements depend on the type of Residence Permit. The Immigrations office in Passau will inform you about the necessary documents. When registering your accommodation, it is a good time to request a list of the required documents and prepare them.



#### Step 2

##### Make an appointment

There may be possible waiting times for appointments. In Passau, appointments are only possible in special circumstances.



#### Step 3

##### Apply for a Residence Permit

Bring all the necessary documents and fees in cash. Processing time ranges from four to six weeks.

### Rights of residence for researchers from non-EU countries in Germany

Source: [HRK German Rectors' Conference](#)

Section 16b	<p><b>Studies</b></p> <p><b>Gainful Employment:</b> a residence permit in accordance with this section allows doctoral students to be employed for 120 full or 240 half days a year, as well as for a student secondary/part-time job at the University of Passau or at another research institution.</p> <p><b>Fees:</b> €100 (first issued residence permit), €96 (extension of up to 3 months), €93 (extension of more than 3 months).</p> <p><b>Alternative residence title:</b> where applicable, Section 18d Residence Act</p>
Section 18b sentence 2	<p><b>EU BLUE CARD</b></p> <p><b>Gainful Employment:</b> employment in accordance with qualification and concrete job offer; minimum annual income required</p> <p><b>Fees:</b> same as in Section 16b</p> <p><b>Alternative residence title:</b> Sections 18b, 18c Residence Act</p>
Section 18c sentence 3	<p><b>Permanent settlement permit for highly qualified foreigners</b></p> <p><b>Beneficiaries:</b> Top-level personnel in science, research and teaching with outstanding professional qualifications and concrete job offer</p> <p><b>Fee:</b> €147</p> <p><b>Alternative residence title:</b> Sections 18b sentence 1, 18b sentence 2 Residence Act</p>
Section 18d	<p><b>Research</b></p> <p><b>Beneficiaries:</b> if you want to carry out a research project at the University of Passau; where applicable doctoral students.</p> <p><b>Gainful Employment:</b> you have the permission to take up research activities at the University of Passau, as specified in the hosting agreement, or you can take on a teaching position.</p> <p><b>Fees:</b> Same as in Section 16b</p> <p><b>Alternative residence title:</b> Section 18b sentence 2 Residence Act</p>
Section 18e	<p><b>Short-term mobile researchers</b></p> <p>Researchers in possession of a residence permit from another EU Member State are allowed to carry out their research in Germany for up to 180 days over a period of 360 days, without having to apply for a residence permit in Germany. Keep in mind that the University of Passau has to notify the Federal Office for Migration and Refugees (BAMF).</p>
Section 18f	<p><b>Temporary mobile researchers</b></p> <p>Researchers holding a valid residence permit from another EU Member State (valid for the duration of planned stay in Germany) require a residence in accordance with this Section, if their research will last longer than 180 days and no longer than a year.</p>



### Basics at the University

The following Divisions are located in the Administration building (VW building) (Innstrasse 41):

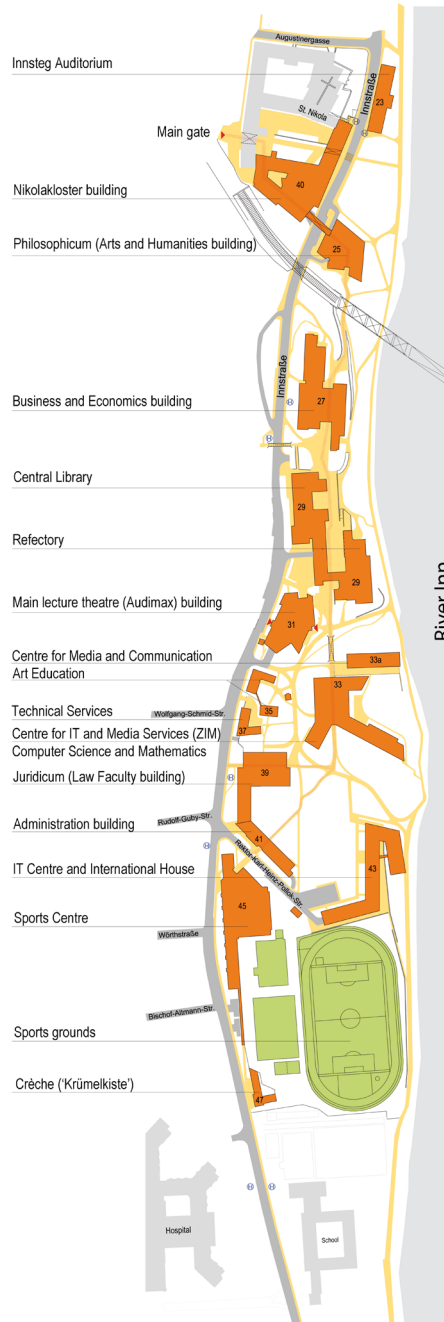
- ▀ Academic and Legal Matters (Studien- und Rechtsangelegenheiten)
- ▀ International Office & Student Services (Internationales und Studierendenservice)
- ▀ Communication and Marketing (Kommunikation und Marketing)
- ▀ Finance (Finanzen)
- ▀ Human Resources (Personal)
- ▀ Governance and Strategy (Universitätssteuerung)

The following Divisions are located outside the Campus:

- ▀ Research Services (Forschungs- und Nachwuchsförderung) Nikolastrasse 12
- ▀ Facilities Management (Liegenschaften) Rudolf-Guby-Str. 3

#### Visitor address

University of Passau  
 Innstrasse 41  
 Phone: +49 851 5090  
 E-mail: info@uni-passau.de  
 Postal address:  
 University of Passau  
 94030 Passau  
 Germany



### CampusCard

The CampusCard is the multifunctional chip card used by members of the University of Passau. It is similar to a student ID and gives you access to all services at the University. To get a CampusCard, please send us an e-mail ([researchmobility@uni-passau.de](mailto:researchmobility@uni-passau.de)), so you can fill in the form for the application and we can send it to the appropriate department.

The CampusCard offers the following functions:

- ▀ electronic wallet for refectory and cafeteria meals
- ▀ electronic wallet for copying and printing on campus
- ▀ library card
- ▀ locker access
- ▀ access card for the Sports Centre
- ▀ access card for specific buildings (please apply separately to enable this function)
- ▀ access card for the underground student car park, Innstrasse 27/29 (please apply separately to enable this function)
- ▀ semester bus pass (only when validated at a card validation terminal; student version only)

Documents you need to get a CampusCard:

- ▀ Photograph
- ▀ Filled in form

### CampusCard Versions

Personalised CampusCards for doctoral students (orange)

The CampusCards issued to students can be used as student ID cards, as they include the following personal information:

- ▀ Photograph, family name, given name(s) and title
- ▀ Matriculation number
- ▀ Card number
- ▀ Valid-until date
- ▀ Library user number



**Personalised CampusCards for University staff (grey)**

Employees of the University of Passau receive a personalised staff version of the CampusCard. These cards contain the following details:

- ▮ Photograph (optional)
- ▮ Your name and title
- ▮ Card number
- ▮ Library user number
- ▮ Dual status:

If you are both an employee of the University and an enrolled doctoral student and have opted for the employee version of the card, you may request an additional paper student ID card from the Student Registration Office.

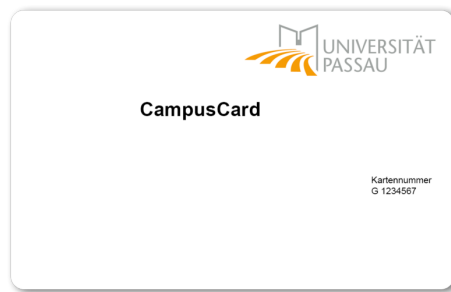


**Cards for specific CampusCard functions**

The University issues the following alternative media, e.g. to guests of the University or to give CampusCard holders access to specific functions to which they are entitled but which are not covered by their version of the CampusCard:

- ▮ Printer-copier cards (aka white, non-personalised CampusCards)
- ▮ MensaCards for the refectory and cafeterias
- ▮ Green library user cards
- ▮ Paper 'leporello' student ID

The MensaCards can be obtained at the visitors' card machine (the one with the blue screen) in the foyer of the refectory (M, Innstrasse 29). The green library cards (for doctoral students) are available at the library's service desks.



**CampusCard for doctoral students**

Are you both a matriculated doctoral student and a University staff member?

If you have both an employment contract with the University and matriculated status, you have to choose between the student ID and the staff version of the CampusCard. To help you make your choice, the conditions of each card version are explained below:

**Orange CampusCard for doctoral students**

- ▮ Student prices in the refectory
- ▮ Semester bus pass ('Semesterticket')
- ▮ Student ID card
- ▮ Building/locker access function
- ▮ University library user card:

The doctoral student status, which you can apply for with the library card team, allows you to borrow reference media from the reading rooms for longer periods. However, please note that a fee is charged for overdue notices and interlibrary loans when borrowed using this type of library user card.

- ▮ If you require a staff ID card, the Human Resources Division will issue one for you. However, you have to create it on Stud.IP.

**! Please note**

The CampusCards are printed once a day until 11 a.m. The CampusCards are handed out at 'the window' in the foyer of the Administration (VW) building: Mon–Fri 9 a.m.–12 noon

**Grey CampusCard for University staff**

- ▮ Staff prices in the refectory
- ▮ Semester bus pass: upon application, the Student Registration Office will issue a paper-based student ID card for each semester.
- ▮ Student ID card
- ▮ Building/locker access function
- ▮ University library user card: You can borrow reference media from the reading rooms for longer periods and interlibrary loans are charged to the professorship/chair. There are no fees for overdue notices.
- ▮ Staff ID card (only CampusCards with a photograph)

**CampusCard Offices**

**CampusCard office**

Innst. 41, room 004 VW  
 Mon 10 a.m.–12 noon  
 Tues–Thurs 9 a.m.–12 noon  
 Closed on Fridays

**For Students**

Beate Seidel  
 Innstr. 41, room 007 VW  
 studierendenausweis@uni-passau.de

**For Staff**

Florian Habel  
 Room VW 224  
 Tel. +49 851 509 1344  
 dienstausweis@uni-passau.de

Nicole Klenner  
 Room VW 224  
 Tel. +49 851 509 1301  
 dienstausweis@uni-passau.de

### Validation machines

The CampusCard for students has a 'valid-until'-field and hence needs to be revalidated every semester by inserting the CampusCard in one of the four validation machines located at the entrance of the Administration building (Innstrasse 41), the entrance of the Refectory (Innstrasse 29), the second floor of the Business Administration & Economics Faculty building (Innstrasse 27) or at the Nikola-kloster building (Innstrasse 40).

### How does the CampusCard work?

The CampusCard serves as a payment method on campus. There are two separate balances on your card. One can be used for the refectory and cafeterias while the other one is used for the printers and copiers. The CampusCard furthermore serves to borrow items from the libraries and for using the Sports Centre facilities.

### Catering balance

Machines where you can top up the catering balance on your CampusCard can be found on campus. Cash-to-card machines are located at the refectory and the Nikola-kloster building. To top up your balance, hold the card up to the reader and insert a euro banknote into the banknote acceptor.

Please keep holding your card against the reader until the screen shows your new balance. If you remove your card too soon, the balance will not be stored on the card. If that happens, simply hold your card against the card reader again right away and the balance will be topped up. The catering payments function is activated when you top up your balance for the first time. There is also the possibility to load money onto your CampusCard via giro or credit card. You can find machines for this in the refectory and the Business Administration & Economics Faculty building.

### Printer-copier balance

Cash-to-card machines for topping up the printer-copier balance on your CampusCard can be found near the printer-copiers. Please note that these are different from the catering machines and that the two balances are stored separately on your card. To top up your balance, insert the card into the card acceptor and a euro banknote into the banknote acceptor. The printer-copier payments function is activated when you top up your balance for the first time.

### University Library

Your CampusCard has a University Library user number printed on the back, which enables you to borrow books and other items from the University Library. Please contact the Library Card team or the Welcome Centre for further details. Photocopies of the front and back of the CampusCard are only accepted as a library card if signed by the CampusCard owner.

### Sports Centre Facilities

You will also need the CampusCard if you wish to use the Sports Centre facilities. Before you can do so, you have to register for 'Hochschulsport', using your ZIM user credentials, at [www.sportzentrum.uni-passau.de](http://www.sportzentrum.uni-passau.de). You will be charged €15 per semester for the sports registration. If you have any further questions about this, please contact the Sports Centre office or the Welcome Centre.

#### Sports Centre office

Innstrasse 45  
Room SP 114  
Phone: +49 851 509 1751  
[sportzentrum@uni-passau.de](mailto:sportzentrum@uni-passau.de)  
[www.sportzentrum.uni-passau.de/en](http://www.sportzentrum.uni-passau.de/en)

### Lost or damaged CampusCard?

If you lose or accidentally damage your CampusCard, you can block it in the card portal in Stud.IP. When you apply for a replacement card, your old CampusCard is automatically blocked. Note: the block will become effective for the printer-copier balance and turnstile/building access on the following working day at the latest. To block your catering balance, please contact the 'Mensakartenbüro' just across the main entrance of the refectory. A blocked card can be reactivated via the card portal in Stud.IP as long as a replacement card has not been issued.

### Access to your ZIM account and your e-mail

You should have received your username and password for the campus network (ZIM-Kennung in German) when you enrolled. 'ZIM' is the acronym for the Centre for Information Technology and Media Services, which is the University's computer centre. These account credentials will give you access to your e-mail account and all other software platforms maintained by the University. You can reach the login screens from all pages of the University's website by clicking on 'Login' at the very top of the screen.

### Stud.IP

Stud.IP is one of the main virtual learning environments used at the University of Passau. It helps you coordinate your courses and events, put together your timetable, download course materials, see the new university announcements and find the 'Mensaplan' for the refectory. You can access this page through the above mentioned 'Login'. To change the language setting in Stud.IP, use the dropdown menu in the top-right corner of the screen and click on 'Einstellungen'. There, you can switch from 'Deutsch' to 'English'.



The logo for Stud.IP, featuring the text 'STUD.IP' in a bold, sans-serif font. The 'I' in 'IP' is a blue square. To the right of the text is a blue circular icon with a white dot in the center, resembling a stylized 'i' or a signal icon.



Photo: colourbox.de

### Login screen

On the Stud.IP Login Screen, there are two links titled 'Login'.

- ▶ The first, bigger link is the Login for students and employees.
- ▶ The second, smaller link is the Login for administrators and external accounts.

Use the link for students and employees. On the next page, you will have to enter your university user name ('Benutzername') and password ('Passwort').

### Navigation

The main navigation gives you access to the most important functions of Stud.IP:

- ▶ Start—the Stud.IP homepage
- ▶ Courses—the modules and courses you have registered for within Stud.IP
- ▶ Messages—for sending and receiving messages within Stud.IP
- ▶ Community—a notice board/classified feed and your contacts and study groups
- ▶ Profile—your user profile and settings in Stud.IP
- ▶ Planner—your personal timetable, as generated by the Stud.IP modules you registered for
- ▶ Search—self-explanatory
- ▶ Tools—lists those functions you have access to/admin rights for
- ▶ Files—lists downloadable materials from all your modules
- ▶ Support—list of Frequently Asked Questions and a tool enabling you to request support
- ▶ CampusCard—information about your CampusCard, possibility to block it
- ▶ Reading room occupancy—here you can find out how busy the Business

and economics reading room is

- ▶ Notice board—allows you to share and find information on various topics (e.g. shared apartments)



#### Read more

[www.hilfe.uni-passau.de/en/studip/basic-user-guide](http://www.hilfe.uni-passau.de/en/studip/basic-user-guide)

### Printing and copying

In all buildings, including the library and the computer rooms, digitally networked systems are available for printing and copying. Some printer-copiers are configured for colour copies. Use the cash-to-card machines to top up your balance, which can be freely used for black and white or colour prints. Cash-to-card machine locations:

- ▶ Computer Science and Mathematics Faculty building (Innstrasse 33) on the ground floor
- ▶ Juridicum (Law Faculty building, Innstrasse 39) on the ground floor next to the staircase
- ▶ Central Library (Innstrasse 29) in the copying room
- ▶ Business Administration & Economics Faculty building (Innstrasse 27) next to the lower entrance
- ▶ Nikolakloster building (Innstrasse 40) next to the main entrance
- ▶ Department of Catholic Theology (Michaeligasse 13)

To send a print job to the campus printer-copiers, you need to type in your card number (which you will find on the front side of your CampusCard; only include the numbers, not the letter) when prompted. The copy credit is stored independently from the catering balance, and

you cannot use the one for the other. The price of black and white and colour copies/printouts is as follows:

- ▶ 1 credit per black and white A4 page
- ▶ 4 credits per colour A4 or A3 page
- ▶ 1 credit = 5 cents

The CampusCard can also be used in the Copy Centre, Innstrasse 50, on printer-copier no. 4.

### Parking permit

Employees of the University of Passau receive a key for the car parks from the Facility Management Division. Please contact the Welcome Centre for further information.

### Lost and found

Please hand in any property you find lying about to the nearest reception desk or reading room helpdesk.

- ▶ Valuable items such as wallets and purses, mobile phones, ID cards, keys etc. can be collected at Facilities Management, RG3 (Rudolf-Guby-Strasse 3), rooms 213, 214, 216, 218, phone +49 851 509 1231. If it is possible to identify the owner of the lost property, they will be promptly notified.

The helpdesk will keep CampusCards and storage devices for two days before sending them to:

- ▶ CampusCards: Mensacard Office, Room 163 (Innstrasse 29), phone +49 851 509 1922
- ▶ Storage media such as USB sticks: ZIM (Innstrasse 33), Room 160, phone: +49 851 509 1801
- ▶ Other lost property is stored at the next reception for approximately six weeks before being sent to the Technical Services building (Innstrasse 37), phone: +49 851 509 1232.



Photo: colourbox.de



Photo: colourbox.de

### Refectory and cafeterias

The refectory in Passau is situated next to the river Inn, opposite the University's Central Library. Its opening hours are 11 a.m. to 2.15 p.m.

You can put together your own menu and choose from four different dishes every day during the lecture period: vegetarian dishes, meat dishes, soups, salads and desserts. Payment is done electronically with your CampusCard to avoid long queues. Alternatively, the cafeteria in the Nikolakloster building offers one hot meal from the refectory every day.

If you don't have enough time to sit down for a meal in the refectory, there are four cafeterias on campus where you can grab a snack and a cup of coffee or other drinks. The cafeterias are located in the refectory building, in the Audimax building, in the Nikolakloster building and in the Business and Economics Faculty building.

### Free meals for children

The Student Services Association (Studentenwerk) offers a free meal for children up to the age of six whose parents are enrolled at the University of Passau. The children's menu consists of one main course and one side dish (soup and desserts are counted as side dishes).

To make use of this offer, parents have to show their 'Kinderteller-mensacard' at the till. This card can be requested at the Mensa-Büro in room 163 in the Central Library building (Innstrasse 29). Please bring along a copy of your child's birth certificate and your enrolment certificate when requesting the card.

### Libraries

You have probably seen the Central Library, but did you know the University Library also has five sub-libraries which serve different departments or faculties? All of their holdings and more can be found on the Passau Search Portal, which can be accessed from home, from your office or from the library computers. The order and account functions as well as journal database searches require a CampusCard number and password.

One special feature of Passau's Central Library is the cosy 'Library Lounge' on the first floor, where you can peruse German and foreign newspapers as well as a wide range of fiction books while relaxing with a good cup of coffee.

#### Library reading rooms

Computer Science & Mathematics reading room  
Building IM (Informatik und Mathematik)  
Innstrasse 33  
Phone: +49 851 509 1613

Law reading room  
Law Faculty building (Juridicum)  
Innstrasse 39  
Phone: +49 851 509 1616


Nikolakloster reading room  
Building Nikolakloster (NK)  
Innstrasse 40  
Phone: +49 851 509 1611

#### Library reading rooms

Library of the University of Passau  
Innstrasse 29  
94032 Passau  
General enquiries  
Phone: +49 851 509 1630

Central Library reading room  
Innstrasse 29  
Phone: +49 851 509 1610

Business Administration & Economics (WIWI) reading room  
Innstrasse 27  
Phone: +49 851 509 1612

 Please check the library website for the current opening hours  
[www.ub.uni-passau.de/en](http://www.ub.uni-passau.de/en)


 Map of all the reading rooms  
[www.ub.uni-passau.de/fileadmin/dokumente/einrichtungen/universitaetsbibliothek/LageplanA4.pdf](http://www.ub.uni-passau.de/fileadmin/dokumente/einrichtungen/universitaetsbibliothek/LageplanA4.pdf)



Photo: colourbox.de



### Library regulations

Please note that users are not permitted to consume food or drinks within the library, with the exception of water, which may be brought in a transparent and sealable container. You may not bring bags, briefcases or other containers into the library. This does not include laptop covers or baskets and bags that are transparent. The locker in the foyer should be used to store bags, briefcases and other personal items while in the library. You need to remove your belongings every evening.

Please note that the lockers and the foyer are not monitored. For more information about the regulations, please have a look at the official sheet.

### Ordering and borrowing

Your CampusCard or Library Card enables you to use the order and account management functions of the Passau Search Portal (catalogue list) application, and to borrow books, make interlibrary loan requests and use the literature search workstations in the reading rooms.

Your library user number, which you need to log on to the system, is printed on the backside of the CampusCard or Library Card. You need to log on to Passau Search Portal to access the order and account functions (requests, reservations, renewals and interlibrary loan requests) or to do a literature search using one of the workstations in the reading rooms. You can also check the loan periods, renew your loans or change your Passau Search Portal password.

### Library Lounge

This 'library within the library' offers the latest fiction and non-fiction best sellers, crime novels, travel guides, encyclopedias, compendia and coffee table books for unadulterated reading pleasure!

- ▶ The usual loan period for books from the Library Lounge is four weeks. You may renew loans up to five times, unless a reservation has been made
- ▶ List of Library Lounge books in Passau Search Portal
- ▶ List of new acquisitions in the past 30 days
- ▶ List of Library Lounge books moved to the closed stacks for logistical reasons. You can still request them in Passau Search Portal.

To borrow or return any books from the Library Lounge, take them to the check-out desk on the ground floor.

### The Professors' Lounge

The Professors' Lounge of the University of Passau is located on two levels on the first floor in the refectory building in the centre of the campus. Here you can eat, chat, hold a meeting or work at the long table in the middle—or sit back and relax on one of several sofas and armchairs, away from the hustle and bustle of the campus. You can prepare drinks in the kitchen and bring in food from the refectory or the cafeteria on the ground floor. In the gallery, there is a built-in desk for working alone. The room is open to all professors and their guests as well as the visiting professors of the University of Passau and is accessible with a CampusCard.

**Textbooks**

The textbook collections in the reading rooms hold a number of copies of important textbooks and reference works. The textbooks on the subject areas in the Book Tower ('Bücherturm') can be found on the shelves outside the Central Library reading room.

The shelf marks for these textbooks start with '17/'. Books from the textbook collections can only be borrowed by doctoral students: simply take the book from the shelf and check it out at the borrowing desk.

The default loan period is four weeks. You may renew borrowed items up to five times, unless the book has been reserved by someone else.

**Collection area**

If you request a book or other media that is 'available for request' (shelf marks starting with 00/, 02/, 03/ or 04/), it will usually be ready for pick-up from one of the shelves in the collection area on the ground floor of the Central Library by 11:00 a.m. on the following workday.

The standard loan period is four weeks and you may renew your loan unless someone else has put in a reservation. Take the book to the borrowing desk to have it checked out.

**E-mail notifications**

You will be notified by e-mail when:

- ▶ the loan period for a borrowed item is about to expire (not for overnight and weekend loans)
- ▶ a requested item is ready for collection
- ▶ a request has been cancelled due to the item being recalled
- ▶ an item requested via interlibrary loan is ready for collection

If you are an enrolled student, these notifications go out directly to your University e-mail address, e.g. name@ads.uni-passau.de. You may set up automatic forwarding of these notifications to a private e-mail address.

**Reserve collections**

The reserve collections contain books and articles from the library's holdings and other materials compiled by lecturers for their various courses. The shelf space for the respective reserve collections is marked with the name of the relevant lecturer or the course title. Items from the reserve collections are not available for borrowing. Reserve collections may also exist in electronic form.

Log in to your Stud.IP account to look for digitised articles, book excerpts from the University Library holdings and other materials for your courses.



Photo: colourbox.de

**Local catalogue in the Passau Search Portal**

You can use Passau Search Portal to search for books, periodicals, e-books, e-journals and databases in the holdings of the University Library and the Passau branch of the Bavarian State Library. If a title is in the Passau holdings, the shelf mark (location mark) shows how it can be used: Items from the reading room collection, which have a shelf mark such as 40/QP 120 V127(6), are only for use in the library and may in some cases be available for overnight and weekend loan.

Shelf marks starting with 00/, 02/, 03/ or 04/ denote items from the closed stacks. These can be requested in the Passau Search Portal. The loan period is four weeks. Loans are renewable unless someone else has reserved the title in the meantime.

If the book you are looking for cannot be found in the local catalogue in the Passau Search Portal, or if you want to display additional search results, you can extend the search to include the union catalogue of the Bavarian Library Network by clicking on the 'Extend automatically' link.

**E-books, e-journals and databases**

Some 80,000 e-books and a large number of e-journals and databases are accessible through the University's computer network. All titles are stored in the Passau Search Portal. You may also search the Electronic Journals Library for e-journals and DBIS for databases. Nearly all licensed e-books, e-journals and databases can be retrieved via external access, by logging into the University's EZ-Proxy server (using the same login credentials as for Stud.IP).



Image: colourbox.de

**Video library of the Language Centre**

The Video Library can be found on the 3rd floor of the Nikolakloster Building in room NK 315. It offers a variety of media in various languages, including movies and documentaries. In addition, you will find language courses on CD and DVD.

All media can be accessed via the Passau Search Portal of the University Library. Two TV sets are available with which the media can be viewed during opening times.

**The Language Centre**

To improve your private and business time in Passau, the Welcome Centre offers German classes to all international researchers who stay for at least three months. The sessions take place in small groups suited to your skill level. Please contact us directly for further information.

**Language Centre**

University of Passau  
 Language Centre  
 Innstrasse 40  
 94032 Passau  
 Phone: +49 851 509 1701

Opening hours:  
 Monday to Thursday  
 10:30 a.m. to 12:15 p.m.