

Welcome Guide



A Pocket Guide for International Staff, Researchers, Guest Professors, Lecturers,
Doctoral Students and Their Families

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Please note that all specific information contained in this brochure is accurate at the time of writing; however, it is subject to change from year to year.

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Greetings from the Vice President for International Affairs and Diversity

Dear colleague,

We are pleased that you have decided to stay at the University of Passau—a research-strong institution located in Bavaria, a state with one of the densest scientific and research landscapes in Europe. The University of Passau conducts top international research in a variety of fields and, in addition to its broad range of courses, offers you a very diverse research environment in the individual subjects. Both basic and applied research have a firm place in this framework. A core competence of the University of Passau lies in the interdisciplinary integration of its research activities. Institutionally, this special quality is embodied in a number of interdisciplinary centres and institutes.

The University of Passau—a small but fine university—owes its regularly good results in national and international rankings to the quality and diversity of its research and, in particular, to its excellent international researchers: Your presence will enrich life on campus by generating fresh insight, ideas and approaches in your areas of expertise.

At the same time, we very much hope that you will also benefit from your stay here, which is likely to provide you with new perspectives for your own research and teaching.



This will hopefully lead to a mutually beneficial and sustained cooperation with our highly committed community of researchers and teachers.

To help you get off to a good start, the University of Passau offers a variety of services ranging from assistance in finding accommodation to intercultural and scientific training, opportunities to learn German and cultural programmes. The Welcome Centre will help you take quick care of all the necessary formalities so that you can focus on what is most important—settling into your new home and workplace.

On behalf of the entire university, I wish you that your stay here will be a successful one.

Christina Hansen

Greetings from the Welcome Centre

Dear international academics,

We are delighted that you have decided in favour of a stay at our university in the lovely city of Passau!

Maybe you are reading this booklet while still in your home country to get a feel for what it is like to be here; or you have already arrived and simply need a handy information booklet you can consult when required. Whichever it is, our aim is to make your transition to this new environment as smooth as possible by providing advice and support regarding necessary administrative formalities. Before, during and after your stay, we are glad to assist you with all non-academic issues—such as questions related to your visa and social security, finding accommodation, learning German and much more. Please feel free to contact us by e-mail or (video)call us to discuss your questions and concerns.

Of course, you will not be left to your own devices after the bureaucratic part has been completed. Every semester, we put together a programme for you to stay in touch with fellow international academics at

the University of Passau. Our newsletter will keep you updated on upcoming networking events and other relevant topics. Please contact us if you want to subscribe to our newsletter or join our mailing list via our website.

We hope that this Welcome Guide will help you settle in smoothly and find out more about your host country.

We wish you an inspiring academic and personal time at our institution and look forward to welcoming you in person soon!

Your Welcome Centre

P.S. Find out more about our services in our [introduction video](#).

Welcome Centre



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A wide-angle photograph of the University of Passau campus. The main building is a large, white, curved structure with many windows. In the background, there are trees with autumn foliage and a church spire. The sky is clear and blue.

Checklist: upon your arrival

It is important that you take the following steps upon your arrival in Passau. We have put together an overview of the key points to consider. We are also happy to offer further help.

Registration with the City of Passau

You need to register with the City of Passau within two weeks upon arrival, since it is compulsory in Germany to report your current place of residence to the local authorities.

Open a bank account

If you plan to stay in Passau for a longer period of time and if you acquire an employment contract with the University of Passau or with another employer, the Welcome Centre recommends you to open a bank account.

Health insurance

In case you did not apply for insurance prior to your departure and arrived in Germany without health insurance coverage, you need to apply for it as soon as possible, if you do not have an employment contract.

Visa extension and residence permit application

Depending on your citizenship and your stay, you may need a residence permit for the purpose of employment or for the purpose of research.

CampusCard and ZIM credentials

If you don't have an employment contract with the University and if you are not enrolled as a PhD student, please contact the Welcome Centre in order to get a CampusCard and ZIM credentials.

Checklist: before you leave

We have put together an overview of the key points to consider before you leave Passau. The Welcome Centre of the University of Passau would also be happy to offer further help. We hope you had a pleasant stay in Passau and we would be delighted to see you again!

At least **three months** before you leave Passau, you need to...

- ... cancel your rental agreement (Mietvertrag) and check with your landlord whether renovation work or repairs need to be carried out before you move out.
- ... cancel your contracts with the Stadtwerke or other private providers (electricity, water and gas).
- ... file your tax return (a tax adviser can take care of this step for you).
- ... make an appointment with an adviser from the German Federal Pension Fund (Deutsche Rentenversicherung) and find out what pension claims you have as regards reimbursement of pension contributions or pension payments when you retire. This is only necessary if you paid into the German Federal Pension Fund.
- ... cancel the contracts with telephone companies or mobile network and/or internet providers, in accordance with the respective period of notice.
- ... cancel any newspaper or magazine subscriptions.
- ... cancel any club or society memberships.

Shortly before you leave Passau, you need to...

- ... deregister from your Passau address at the Citizens' Office.
- ... inform your insurance agents that you will be leaving Passau soon.
- ... make arrangements with your landlord about how and when security deposit will be reimbursed.
- ... de-register with the public broadcasting licence fee (Rundfunkbeitrag).
- ... close your bank account in Germany a few days prior to your departure.

On the day of departure, you need to...

- ... make a note of the readings on the electricity, gas and water meters in your flat and have your landlord confirm and log them.
- ... check the flat and stairway for any damage that could have occurred in the course of moving out.
- ... leave the apartment clean, as agreed with your landlord.
- ... check that you have not forgotten anything inside the flat and that you have taken care of everything. Then return the keys of the flat to your landlord.

Planning your relocation to Passau





Photo: colourbox.de

Visa and entry regulations

Immigration regulations in Germany are complex and you may need to jump through a few bureaucratic hoops to live and work in Passau. These websites offer answers to all questions you may have:

www.auswaertiges-amt.de/en
www.make-it-in-germany.com/en

All important information and forms can be found in the [Visa Information](#) sections.

What is a visa?

A visa permits one to legally enter a country. The European Community has abolished the visa requirement for certain countries for visits up to 90 days in a 180-day period.

You will either need a Schengen visa (short-term—up to 90 days) or a national visa (e.g. for the purpose of research, study or qualified employment) to enter the Federal Republic of Germany.

Who needs a visa?

A visa is required depending on your country of origin, the duration and the

purpose of the planned visit. Are you interested whether or not you need a visa to enter Germany? The website of the Federal Foreign Office provides an [overview of visa requirements/exemptions for entry into the Federal Republic of Germany](#).



Please note

The 'Schengen visa' cannot be extended. If you are planning to conduct research, work or live in Passau for more than 90 days, you must apply for a national visa or a research visa before travelling to Germany.

However, if your visit is longer than 90 days, if it is for work purpose and/or you are a citizen of a country for which the European Union has not abolished the visa requirement, you will need a national visa to enter the Federal Republic of Germany.

The national visa also entitles the holder to take up gainful employment.

Visa-free entry

As a rule, citizens of the European Union (EU) and the European Economic Area (EEA) are entitled to freedom of movement, thus, do not require a visa to enter Germany. You must have a valid passport or national ID Card for entry, residency and work. Are you staying longer than 90 days in Germany? Then you have to register your residence at the [Citizens' Service Office](#) in Passau ('Bürgerbüro'). If you are a third country national and entered Germany visa-free, please register your residence at the [Immigration Office](#) in Passau ('Ausländeramt').

After the registration, citizens of the EU and EEA enjoy employee's freedom of movement. Thus, they do not require a permit to take up employment.



Please note

Some third country nationals can enter Germany without a visa; they then must apply for a German residence permit prior to gaining employment. Take into account that in Passau, the processing time of an application for a residence permit takes 8 to 12 weeks. If you want to obtain employment immediately after entering Germany prior to being entitled with a German residence permit, then you must apply for a national visa at your current country of residence.

Visa application procedure

Step 1

Collect information about which documents you will need to present early on. At the Welcome Centre we are happy to guide you through the process.

Step 2

Arrange your appointment at a German Embassy as early as possible.

Step 3

Gather all documents and fill in the visa application form.

Visa options

You might have different visa options (e.g. Research Visa/EU Blue Card etc.). The Federal Foreign Office offers an online Visa-Navigator which provides a good overview. We are happy to discuss details in an online meeting.



Websites

- > [Federal Foreign Office](#)
- > [Make it in Germany](#)
- > [Visa navigator](#)



Photo: colourbox.de

Finding accommodation

We recommend you to start looking for accommodation in good time; a good rule of thumb is to start at least three months before you plan to move in. The University of Passau does not have guest houses for international visiting researchers. For a transitional phase, you could live in a hotel or boarding house.

As a rule, apartments in Germany are not necessarily furnished and may not even have a kitchen installed. Fully furnished accommodations are more expensive than unfurnished ones. Fully furnished apartments are available mostly for short-term rent and are usually quite small.

Landlords usually require a deposit of three months' rent when you move in, which will be returned to you at the end of the rental period, assuming you leave your accommodation in a good condition.

Since it can be difficult to find accommodation from abroad, the Welcome Centre is more than happy to advise and support you. Please register with the Welcome Centre via our MoveOn online form and tell us the most important details of your stay, e.g. the duration of your stay, the date of arrival, what type of accommodation you prefer and your maximum monthly budget for accommodation. We will do our best to help you find an accommodation that suits your needs.

You will usually not have to rent your room through an estate agent. If you do, they may charge a commission of one or two months' rent. They can only legally charge the person who instructed them to look for an accommodation. If you rent directly from a landlord, you usually will not have to pay any additional fees or commission. We recommend you to check very carefully what costs are involved before signing the lease or rental contract.

Looking for an accommodation yourself, you will be able to meet your requirements and expectations best.

We are glad to support you if you have questions regarding the rental contract. As most rental contracts will be in German and the rental conditions may differ from the ones in your country of origin, we support you to check important components of the rental contract.

If you have already your credentials for the University network, you can search the Notice board in the StudIP portal. You can also visit the Student Services Association's accommodation office. The Wednesday and Saturday editions of the local newspaper 'Passauer Neue Presse' (PNP) have an extensive accommodation section, which can be found online at www.immobilien.pnp.de.

Hotels, guest houses and holiday apartments in Passau

On its website, the Tourism Office of the City of Passau offers an overview of short-term accommodation options. The information is available in German, English and French.

 **Passau Tourism**
<https://tourism.passau.de/>

Websites
 www.wg-gesucht.de/en
www.immobilienscout24.de
www.immowelt.de
www.immobilo.de
www.immonet.de
www.immobilien.pnp.de
www.uni-passau.de/en/housing/
www.tourism.passau.de/en
www.airbnb.de



Photo: colourbox.de



Photo: colourbox.de

Abbreviation	German	English
1ZBB	1 Zimmer, 1 Bad & Balkon	1 room, 1 bathroom & balcony
1ZKBB	1 Zimmer, Küche, Bad & Balkon	1 room, kitchen, bathroom, & balcony
1ZKBT	1 Zimmer, Küche, Bad & Terrasse	1 room, kitchen, bathroom & terrace
1ZKDB	1 Zimmer, Küche, Diele & Bad	1 room, kitchen, entrance & bathroom
AB	Altbau	old building
AAP	Auto-Abstell-Platz	parking place
AK	Abstellkammer	storeroom
AR	Abstellraum	storeroom
AWC	Außen-WC	WC outside
B	Bad	bathroom
Bj	Baujahr	construction year
BK	Betriebskosten; Balkon	either running costs (maintenance man, cleaning, lightening of common space, lift) or balcony
BKVZ	Betriebskostenvorauszahlung	payment in advance of running costs
BLK	Balkon	balcony
BW/BAWA	Badewanne	tub
BZB	beziehbar	obtainable
D/DU	Dusche	shower
DB	Duschbad	shower bath
DG	Dachgeschoss	attic

DHH	Doppelhaushälfte	semi-detached house
DT	Dachterrasse	rooftop terrace
EB	Erstbezug	first time use
EBK	Einbauküche	fitted kitchen
EFH	Einfamilienhaus	one-family house
EG	Erdgeschoss	ground floor
E-Schr.	Einbauschränk	fitted cupboard
ETW	Eigentumswohnung	owner-occupied apartment
FBH	Fußbodenheizung	floor heating
FH/FMH	Familienhaus	detached house (for one family)
FP	Fixpreis	fixed price
FW	Fernwärme	district heating
Gart	Garten	garden
GE	Geschäftseinheit	business unit
gepf.	gepflegt	well-kept
Gge	Garage	garage
GH	Gasheizung	gas heating
GK	Glaskeramikherd	ceramic stove top
GS	Geschirrspüler	dishwasher
GWC	Gäste WC	visitor WC
HK	Heizkosten	heating costs
HMS	Hausmeisterservice	caretaker service
HMV	Hauptmieter-Vertrag	contract for the main tenant
HP	Hochparterre	raised ground floor
HT	Haustier	pet
HH, HTH	Hinterhaus	rear building
HWR	Hauswirtschaftsraum	utility room
KDB	Küche, Diele, Bad	kitchen, hallway, bathroom
KM	Kaltmiete	rent excluding utilities & running costs
KN, KoNi	Kochnische	kitchenette
KP	Kaufpreis	purchase price
KR/K	Kellerraum/Keller	cellar room/basement
KT	Kaution	security deposit
L	Lift	lift
Lam.	Laminat	laminated flooring
MBL	möbliert	furnished
m. F.	mit Fenster	with window
MFH	Mehrfamilienhaus	apartment building
MKM	Monatskaltmiete	monthly rent excluding utilities & running costs
MM	Monatsmiete	monthly rent
MS	Mietsicherheit	rental collateral
mtl.	monatlich	monthly
NB	Neubau	new building
NK	Nebenkosten	utilities and running costs
NKM	Nettokaltmiete	basic rent

NM	Nachmieter	next tenant
NR	Nichtraucher	non-smoker
NSP	Nachtspeicherheizung	night storage heater
O	Ofenheizung	stove heating
OG	Obergeschoss	upper floor
OH	Ofenheizung	stove heating
P	Parkplatz	parking place
PP	Parkplatz	parking place
RH	Reihenhaus	terraced house
REH	Reihenendhaus	semi-detached house
REV	renoviert	renovated
RMH	Reihenmittelhaus	mid-terrace town house
SP	Stellplatz	parking place
SPK	Speisekammer	pantry
SW	Ausrichtung nach Südwesten	orientation to the southwest
SZ	Schlafzimmer	bedroom
TB	Tageslichtbad	bathroom with natural light
TeBo	Teppichboden	carpeted floor
TG	Tiefgarage	underground car park
TGL	Tageslicht	natural light
TLB	Tageslichtbad	bathroom with natural light
VB	Verhandlungsbasis	basis for negotiation
VZ	Vorzimmer/Vorauszahlung	either anteroom or advance payment
WB	Wannenbad	bathtub
WE	Wohneinheit	accommodation unit
WEP	Wochenendpendler	weekend commuters
Wfl	Wohnfläche	living space (in square metres)
WG	Wohngemeinschaft; Wintergarten	shared apartment or conservatory
Whg	Wohnung	apartment
WM	Warmmiete	rent including running costs, heating & water
WM-Anschl./ WaMa	Waschmaschinenanschluss	washing machine connection
WoKü	Wohnküche	living room/kitchen in one
WWB	Warmwasserbereitstellung	provision of warm water
ZH	Zentralheizung	central heating
Zi./Z	Zimmer	room/number of rooms
ZKB	Zimmer, Küche und Bad	room, kitchen and bathroom
ZKD	Zimmer, Küche und Dusche	room, kitchen and shower
ZZGL	zuzüglich	plus/in addition

 [Read more](http://www.euraxess.de) [> Services > Incoming](#)
www.euraxess.de [> Accommodation](#)





Photo: colourbox.de

Things worth knowing in advance Pets

Please get your landlord's written permission if you wish to keep a pet as they might not be allowed in your apartment.

Hosting friends or family members

Are friends or family visiting you during your stay in Passau? Make sure to get permission from your landlord, especially if a visit stays longer than 6 consecutive weeks.

Subletting—'Untervermietung'

Subletting is often prohibited in rental agreements between the owner and the tenant. However, provided it is allowed, the tenant can charge the subtenant rent.

House rules—'Hausordnung'

Usually, house rules include: respecting the stipulated quiet hours, looking after communal areas such as corridors, cellar, garage, use of washing machine etc. They are usually stated in the rental contract.

Caretaker—'Hausmeister'

The caretaker is the person to contact e.g. if a key is lost or minor repairs are needed.

Accommodation inspection when moving out - 'Wohnungsabnahme'

Usually, the landlord requests a deposit in the amount of up to three monthly installments. The money should be repaid to you when you move out. The deposit is used to repair damages caused to the apartment by you. When you move out, the landlord will deduct the cost of any necessary repairs from the deposit and pay back the remaining amount. Please look at the exact rules in your contract. If you have left the flat in good condition, the whole amount should be transferred back in full.

Before you move in, you should make an appointment with the landlord and take a close look at the apartment together. Let them note down all defects in a list (handover certificate), so that you won't be accused of damages you did not cause. The handover certificate will be signed by the landlord and you; one copy will remain in your possession.

Number of people living in one apartment

It is unusual to share a single-room apartment with another person and your landlord might even prohibit living there with more people.

Terminating your rental contract—'Kündigung'

Most rental contracts in Germany do not have an end date. Please check your rental contract for the notice period—for many contracts you must give notice of termination three to six months in advance.

If you move out before the end of the contract period, you have to continue paying rent until the end of the notice period.

Additional costs related to accommodation—'Nebenkosten'

Electricity, gas and water
Electricity, gas and water can be obtained via private providers or Stadtwerke Passau, the local public utility company. Please sign up and unsubscribe when moving in or out. This is conveniently done online at www.stadtwerke-passau.de

Licence fee—'Der Rundfunkbeitrag'

In Germany, every household has to pay a fee for public service broadcasting ('Rundfunkbeitrag'). The rule is simple: one fee for every unit of accommodation, which includes flats, apartments or rooms in a hall of residence. The licence fee is not linked to a broadcasting device: it is irrelevant how many TVs, radios or computers there are in your accommodation.

The German public service broadcasting offers independent information and is financed by the licence fee (Rundfunkbeitrag). Did you receive a letter from the Beitragsservice and were unsure what to do?

Registration steps for the licence fee

There is a simple rule: whether you live alone or in a shared flat, you pay one fee of €18,36. 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



At a glance: documents you should bring with you

If you and your family are moving to Germany temporarily, we recommend you to bring certified copies and originals of the following documents (including certified translations if applicable) with you in order to facilitate the completion of the bureaucratic steps necessary upon your arrival.

Passport/ID—issued within the last ten years and with at least three months validity left after the planned date of departure from Passau.

Visa—if you need a visa, submit your visa application as early as possible, since the process takes at least six to eight weeks, and sometimes even longer than a year.

Credit/debit card—for your first days in Germany, you may need an international credit/debit card to withdraw money—make sure it will work in Germany. Otherwise, make sure you have enough cash to cover your expenses during your first time in Passau until you are able to open a local bank account.

Birth certificate—sometimes required to register with the Immigration Office in Passau, also required for the family members accompanying you.

Marriage certificate—required to register with the Immigration Office, also required for your spouse's residence permit (if applicable).

Proof of funding for your stay—required for visa or residence permit applications (e.g. employment contract, payslip, scholarship certificate).

Degree certificates—(original copies and certified English/German translations if applicable). This is required for enrolling as a doctoral student or when signing an employment contract.

Health insurance certificate—required when applying for a visa or residence permit.

Copy of your medical records—sometimes required by health insurance companies.

International certificate of vaccination or prophylaxis—you can find a list of vaccines that are required to enter Germany on the World Health Organization website. Talk to your doctor in your home country and get vaccinated at least four to six weeks before departure, if required. Some vaccines require more than one dose, make sure there is enough time for

you to get them before you travel to Germany. Once in Passau, we recommend you to get a vaccination against TBE (in German: FSME), a disease transmitted by ticks.

International driving permit—the driving licence from your home country will be valid for six months. Afterwards you will need to convert it into a German licence.

Information for doctoral students

Written confirmation from a professor of supervising your thesis project. This is required for the visa and when you enroll as a doctoral student.

University entrance qualification—original copy and certified English/German translation if applicable.

Proof of admission to doctoral study—required when applying for a visa or residence permit.

Recognition of foreign qualifications and degrees

In some cases (e.g. for the visa/residence permit application or the issuance of employment contracts) you may need to prove your higher education qualification is comparable with a German higher education qualification.

Check whether your university and your degree have already been recognised

The website **anabin** provides information on the assessment of foreign degrees (not only University degrees but also school and vocational degrees).

To check the recognition of your university degree(s) you have to consider **two aspects**:

Recognition of your university:

If your institution is accredited/certified in the respective country, it is labelled with a H+ status in the anabin database. This means that the institution is also recognised as a university in Germany.

Recognition of your degree: This section provides information on the comparability of specific foreign higher education qualifications/degrees.

Application for an individual Statement of Comparability

If your university and your degree are not listed in anabin with the required status, you have to apply to the Central Office for Foreign Education (ZAB – Kultusminister Konferenz, Zentralstelle für ausländisches Bildungswesen) for an individual Statement of Comparability.

 The **FAQ** section offers more information on necessary fees, documents, and processing times.

 For further information on the recognition of vocational/professional qualifications please visit the online portal Recognition in Germany/Anerkennung in Deutschland. They offer information and advisory services in eleven different languages to clarify whether people with foreign professional qualifications need an official notice of recognition ('Anerkennungsbescheid') to be able to work in their profession in Germany.





Photo: colourbox.de

Planning your trip from Munich to Passau

Passau is about 2.5 hours away from Munich Airport. For travelling between Munich Airport and Passau, you can use the so-called Bayern-Ticket which is valid for the bus (635) and for the trains (RE, S1). The Bayern-Ticket is cheaper if purchased at the ticket-machine located in the central area of the airport ('Zentralbereich') or you can book it in advance and check out your itinerary from the German rail website, www.bahn.de.

'Bayern-Ticket'—Bavaria ticket

This ticket is valid for as many journeys as you want in Bavaria during its period of validity and up to 5 people. Your ticket is valid from Monday to Friday from 9 a.m. to 3 a.m. of the following day. On Saturday, Sunday, national and Bavarian holidays, it is valid from midnight to 3 a.m. of the following day. Before your departure,

make sure to enter your full name and that of each traveller. Up to 3 kids between the age of 6-15 travel for free.

'Bayern-Ticket Nacht' (the night-time version)

This ticket is valid from Sunday to Thursday from 18:00 to 6:00 of the next day. On Friday, Saturday and the day before national and Bavarian holidays, it is valid from 18:00 to 7:00. Before your departure, make sure to enter your full name and that of each traveller.

Number of passengers	Ticket, 2nd class	Night ticket, 2nd class
1 person	€32	€30
2 people	€42	€37
3 people	€52	€44
4 people	€62	€51
5 people	€72	€58

(This information is subject to change from year to year)

'Deutschland-Ticket'

The Deutschlandticket is a nationwide local transport ticket that is available for 58 euros per month. It allows you to use buses, trams, underground trains, suburban trains and regional trains throughout Germany, but not long-distance trains such as ICE, IC or EC. The ticket is only available digitally as a subscription and can be canceled monthly.

Click [here](#) for more information and booking.

The DB Navigator app

With the DB Navigator app, you have all the information about your journey at your fingertips. The DB Navigator app is free and allows you to plan a trip, purchase tickets, display them directly and easily in the app and check-in.

Helpful additional information such as price, platform section, time of departure and arrival, duration of a selected route or even delays is provided. Various filters help you to identify the best route for your specific requirements and preferences quickly.

The payment options to purchase your ticket securely are by credit card, PayPal, SEPA direct debit, Online Bank Transfer or paydirekt.

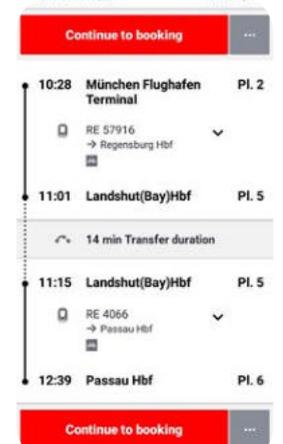
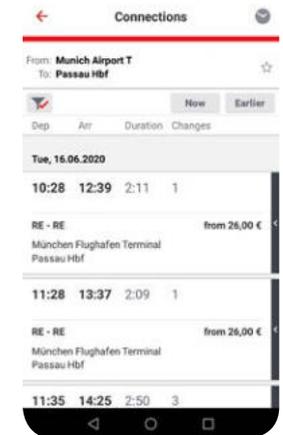
Using the app to plan your trip to Passau

Find the connection you want on your DB Navigator app. Your ticket from Munich Airport to Passau Hbf (Hbf = central station—'Hauptbahnhof') can be booked shortly before travel.

For your journey from Munich Airport to Passau Hbf, you will have to change trains at least once.

An example for you:

Here you would board the Regional- Express (RE) 57916 towards Regensburg Hbf on platform 2 and get off the train in Landshut (Bay) Hbf. The RE 4066 towards Passau arrives 14 minutes later and you would arrive in Passau at 12:39 on platform 6.





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 Citizen’s Service Office (‘Bürgerbüro’) or Immigration Office (‘Ausländeramt’) within two weeks of moving in. The same applies for change of address. Please see details on which one to choose on page 37.

At the day of registration, you will be issued a registration certificate (Anmeldebescheinigung).

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’. This can also be done online. Please make sure to inform your bank, insurance company, Immigration 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. In exceptional cases, the de-registration is also possible by post.

Resident registration

In Passau, there are two Citizens’ Service Offices (Bürgerbüro) where you can complete your administrative formalities. One is located in the Town Hall and the other in Haidenhof Nord, which is situated in the north-western part of the city. Both offices are easily reached by bus. Make an appointment online through the webpage of the Citizens’ Service Office (‘Bürgerbüro’). If you are a citizen from an EU member State, or a citizen of a non-EU country travelling with a visa, you have to register with the Citizen’s Service Office 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, and entered the country visa-free or similar, you have to register with the Immigration Office (‘Ausländeramt’) in Passau. At the Welcome Centre we are happy to guide you through the process.

Address

Stadt Passau
Dr.-Ernst-Derra-Str. 2
94036 Passau
E-mail: auslaenderamt@passau.de

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 identity 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 Immigration 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 ‘Beitragsservice’ with a bill for the licence fee (‘Rundfunkbeitrag’).

Licence fee registration

The licence fee is a monthly fee that households, companies and institutions in Germany have to pay to ensure the financing of public broadcasting (ARD, ZDF, Deutschlandradio). It currently amounts to 18.36 euros per month and is independent of the number of devices used.

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.rundfunk-beitrag.de



Opening a bank account

In Germany, a current account, also known as 'Girokonto', is the most common form of accounts for payments 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
- ▶ Confirmation of residence registration
- ▶ Visa or residence permit (if applicable)
- ▶ Payslip (if applicable - depending on bank and/or account type)
- ▶ enrolment certificate (if you want to open a student account)

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 outside Germany, 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 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 12
94032 Passau
Phone: +49 851 72090
www.hypovereinsbank.de

Postbank
Finanzcenter
Bahnhofstrasse 24
94032 Passau
Phone: +49 0228 55005536
www.postbank.de

Addresses

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

Sparkasse Passau
Ludwigstraße 8
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

Targobank
Bahnhofstrasse 8
94032 Passau
Phone: +49 851 9890527
www.targobank.de

Please note

To get a residence permit, in some cases as proof of financial resources, you may have to set up a blocked account. There are online service providers and regional banks who offer blocked accounts. You could e.g. ask your bank where you have your current account.

The Immigration Office might have to issue a letter requesting the bank of your choice to open a blocked account. Please let us know if you need this kind of letter, we will be happy to help and guide you through the process.

Social security

The German Social Security System consists of a few different insurances:

- ▶ health insurance (private and state insurances available)
- ▶ pension insurance
- ▶ unemployment insurance

Both you and your employer pay into these insurances. The contributions are automatically deducted from your salary. For some types of employment contracts, special regulations apply (e.g. mini-jobs).

Pension insurance scheme

The pension insurance ensures that you are financially secure in your old age. The insurance fund also supports you before the statutory pension age in cases of incapacity. For example, 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 could 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:
<https://www.vbl.de/en/homepage>

Suggested guidelines

Check if the VBLklassik or the VBLextra is the right choice for you :
www.vbl.de/en/products

As you will automatically be registered for the compulsory insurance with VBLklassik, you must apply for VBLextra, to deregister, within 2 months after your employment starts. You will receive the necessary form together with your recruitment documents. More information on this matter on the above-mentioned 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.

Unemployment insurance

If you are employed and subject to social security, you will have to pay unemployment insurance contributions. You are entitled to unemployment benefits if you contributed at least 12 months. If you wish to use these services, you must register with the employment agency ('Bundesagentur für Arbeit'), at the latest, 3 months before the end of your employment contract.



Read more
<https://www.arbeitsagentur.de/>

Social security number

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 and sent to the employee. Questions should be directed to your employer or your health insurance provider.

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.



Photo: colourbox.de

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 with a statutory or state-recognized health insurance and your contributions are automatically transferred to the health insurance company of your choice.

Researchers with no working contract

If you are a researcher or doctoral student financing your stay through a scholarship or private means you have different options depending on which visa or residence permit you have/or are applying for:

In case of §16b AufenthG “Studies”: doctoral students have to take a private health insurance.

In case of §18d AufenthG “Research”: You can choose between private or statutory health insurances.

Please note: once you decide to take out a private health insurance, there is no possibility to switch “back” to a statutory health insurance (unless you receive an employment contract). Only exception: switching from an entry/travel insurance to the statutory health insurance within the first three months after your arrival.

Private health insurance providers determine the amount of insurance payments based on an individual risk assessment. The individual scheme depends on factors such as age, health status, contract duration, etc. Please check the policies offered carefully before entering a contract.

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, Macedonia, Switzerland, Turkey and Tunisia) without a working contract: If you are covered by a health insurance from one of the above countries, you are exempt from the requirement to obtain a German health insurance. However, you have to get your health insurance recognized by a public health insurance company (Please see below for addresses in Passau). Please contact one of the mentioned statutory health insurance providers for advice on your options and to find out what documents you will need to submit for recognition.

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.

- ▶ 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

Statutory health insurance companies with offices in Passau:

Techniker Krankenkasse (TK)
Nibelungenplatz 1-2
Phone: +49 0800 2858585
E-mail: eugen.theurer@tk.de
www.tk.de/en

AOK
Neuburger Strasse 92
Phone: +49 851 53020
E-mail: passau@by.aok.de
www.aok.de

BARMER
Nibelungenplatz 4
Phone: 0800 3331010
E-mail: service@barmer.de
www.barmer.de/en

DAK
Am Schanzl 8
Phone: +49 851 988 5200
E-mail: service734700@dak.de
www.dak.de

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.

! 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 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 Deragisch
Phone: +49 851 509 1315
Marie.Deragisch@uni-passau.de
- ▶ **HR for Academic Staff**
Diana Eckmüller
Phone: +49 851 509 1320
Diana.Eckmueller@uni-passau.de
- ▶ **HR for Academic Support Staff**
Rebecca Resch
Phone: +49 851 509 1330
Rebecca.Resch@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 if you have been living in Germany before. In case you are entering Germany for the first time you need to request this document in your home country. If such a document is not available in your country of residence, please contact the Welcome Centre.

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 (please see page 36/37) 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.

Please note: If you need a tax ID and will not be registering your flat in Passau (e.g. because your stay is shorter than three months), you can apply for a tax ID at the tax office, which you can submit directly through us.

Salary

As a rule, doctoral students with a working contract, 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.org/en
> Plan your stay > Finances > [Salary](#)



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, solidarity sur-charge and church tax (if applicable) will automatically have been deducted from the gross salary and been paid to the tax office and corresponding insurance institutions 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 an option 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

> Plan your stay > Finances > [Tax](#)



Websites for more information

www.bundesfinanzministerium.de

> Issues > [Taxation](#)

www.euraxess.de

> Working in Europe > [Taxation](#)

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	SINGLE EMPLOYEES 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	SINGLE PARENTS Applies to the employees mentioned in tax category I if they are entitled to the single parent allowance.
III	MARRIED AND SPOUSE HAS NO INCOME OR A LOWER INCOME 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	MARRIED AND SIMILAR INCOME TO SPOUSE Applies to married employees if both spouses earn a wage, reside in Germany, and are not living permanently apart.
V	OPPOSITE OF CLASS III, I.E. THIS IS THE CLASS YOUR LOWER EARNINGS SPOUSE HAS IF YOU HAVE III 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	FOR A SECOND JOB 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 category (=Steuerklasse), contact the 'Finanzamt' and the tax category will be directly changed.



Please note

Changing your tax category 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 category.

Applying for a residence permit

In case you have to apply for a residence permit (either directly after a visa-free entry or before the visa expires) you might have the option to choose between different types of residence permits.

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.

At the Welcome Centre we are happy to advise you on different residence permit options, to check your documents and to guide you through the application process. We recommend to start the application 8 weeks before your Visa/current residence permit expires. [Here](#), on our website, you find an overview of necessary forms and documents. After submitting your residence permit application, you will receive an appointment from the Immigration Office to then complete the process.

Address

Immigration Office - Ausländeramt
 Dr.-Ernst-Derra-Str. 2
 94036 Passau
 E-mail: auslaenderamt@passau.de

You can reach it with the city bus lines 1,2,8 and 9 via the stop "Kohlbruck-Erlebnisbad" and with the city bus lines 5 and 6 via the stop 'Dr.-Ernst-Derra-Straße'.



Photo: BAMF.de



Read more

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

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

According to the Residence Act (Aufenthaltsgesetz - AufenthG)

Make-it-in-Germany, an online service offered by the Federal Government of Germany, offers comprehensive and up-to-date information regarding your options: www.make-it-in-germany.com

Section § 16b

Studies

Section § 18d

Research

Section § 18g

EU Blue Card

Section § 18b

Qualified professionals

NOTE: Fees range from 90€ to 150€

In case you are travelling with your family, we are happy to advise you on further resident permit options for your family members.



Basics at the University

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

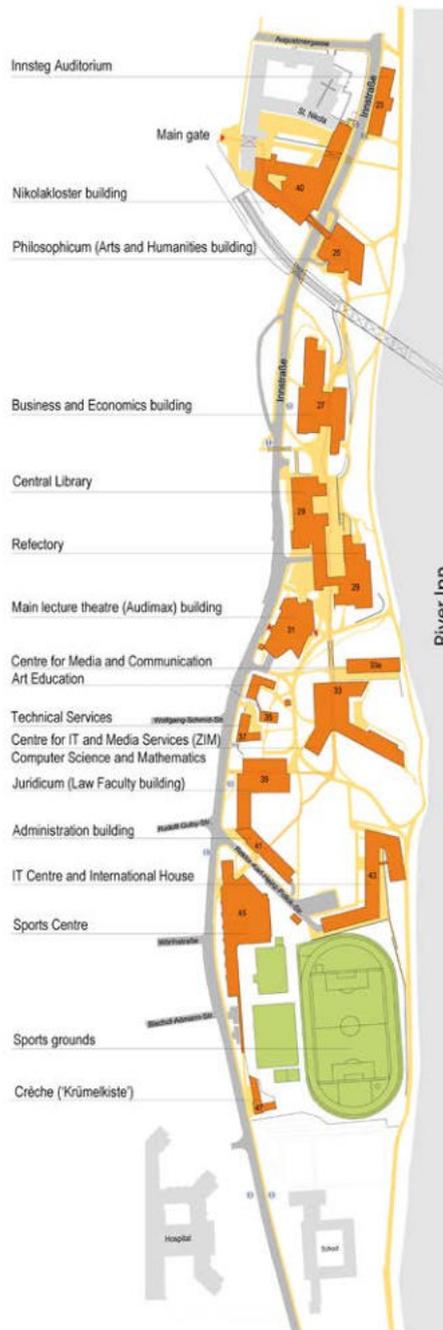
- ▀ Academic and Legal Matters (Studien- und Rechtsangelegenheiten)
- ▀ International Office & Student Services (Internationales und Studierendenservice)
- ▀ Communication and Marketing (Kommunikation und Marketing)
- ▀ Finance (Finanzen)
- ▀ Human Resources (Personal)
- ▀ Governance and Strategy (Universitätssteuerung)

The following Divisions are located outside the Campus:

- ▀ Research Services (Forschungsservices) Nikolastrasse 12
- ▀ Facilities Management (Liegschaften) 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), 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 (additional fee)
- ▀ 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)

CampusCard Versions

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.



Personalised CampusCards for enrolled doctoral students (orange)

The CampusCards issued to students can be used as student ID card and semester bus pass, 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



CampusCard for doctoral students with an employment contract

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. Please note that a fee is charged for international interlibrary loans when using this type of library user card.

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.
- ▀ Building/locker access function
- ▀ University library user card: You can borrow reference media from the reading rooms for longer periods. International interlibrary loans are charged to the professorship/chair. There are no fees for overdue notices.
- ▀ Staff ID card (only CampusCard with a photograph)

CampusCard Offices

For Students

Innstr. 41, Infopoint (Foyer of the administration building)
 Mon-Thu 10:00 –12:00
 studierendenausweis@uni-passau.de

For Staff

Innstr. 41, Room VW 224
 Tel. +49 851 509 1301
 Mon-Thu 9:00 –12:00 & 13:00 - 16:00
 Fridays 9:00 - 12:00
 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 Nikolakloster 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. For information about the fees check page 55.

Catering balance

Machines to charge your CampusCard with a credit or debit card are located at the refectory and the Nikolakloster building.

To top up your balance, hold the card up to the reader, choose the amount you want to charge and insert your credit/debit card into the card 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.

Printer-copier balance

To top up the printer-copier balance on your CampusCard please use this link. You have the following payment options: PayPal, V Pay, credit card, debit card or klarna. To top up your balance with cash, visit the Copy Centre (Kopierzentrum) of the University in the Innstrasse 27. The printer-copier payments function is activated when you top up your balance for the first time. Please note that the credit will not be available until the next day.

Kopierzentrum Passau GmbH

<https://www.kopierzentrum.de/info/aufladung-campus-card-uni-passau.html>

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.

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. You will be charged €15 (students) or €18 (staff) per semester for the sports registration. The sports centre offers both free and paid courses. If you have any further questions about this, please contact the Sports Centre office or the Welcome Centre.

Sports Centre office

Innstrasse 45
Phone: +49 851 509 1751
sportzentrum@uni-passau.de
www.sportzentrum.uni-passau.de/

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

'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. You will receive your username and password either after enrolment (students), from your department/chair in case you have an employment contract or from the Welcome Centre in case you are a guest researcher.

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'.



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
- ▶ Work place—courseware, files, announcements etc.
- ▶ OER Campus—list of valuable learning materials
- ▶ 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
- ▶ 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

reading rooms are

- ▶ 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/

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.

For more information on how to top up your printing/copying balance on your CampusCard, please see page 55.

To send a print job to the campus printer-copiers, you need to choose "Campus Drucker SSL" and 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.

Please find more information and current prices here:

<https://www.uni-passau.de/en/bereiche/university-staff/facility-management/dienstbetrieb/printing-and-copying>

Parking permit

Employees of the University of Passau can request a key for the car parks from the Facility Management Division.

Lost and found

Please hand in any property you find lying around 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 ('Servicebüro Liegenschaften') RG3 (Rudolf-Guby-Strasse 3), room 212, phone +49 851 509 1231. If it is possible to identify the owner of the lost property, they will be promptly notified.

- ▶ USB keys are kept at the porter's office or reading room checkout desk for approximately two days, before being forwarded to the Buildings and Estates service office.
- ▶ CampusCards are sent straight to the Student Registration Office, Administration building (Innstrasse 41), room 005, phone +49 851 509 ext. 1127 or 1128.





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 11:00 to 14:15.

You can put together your own menu and choose from four different dishes every day during the lecture period: vegetarian/vegan dishes, meat dishes, soups, salads and desserts. 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.

Payment is done electronically with your CampusCard to avoid long queues. If you do not have a CampusCard you can also pay by credit or debit card.

Free meals for children

The Student Services Association (Studierendenwerk) offers a free meal for children of students 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 Studierendenwerk 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

 Please check the library website for the current opening hours
www.ub.uni-passau.de/en

 Map of all the reading rooms
https://www.ub.uni-passau.de/fileadmin/dokumente/einrichtungen/universitaetsbibliothek/oeffentlich/information/raeumlichkeiten/Lageplan_aller_Lesesaele.pdf

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

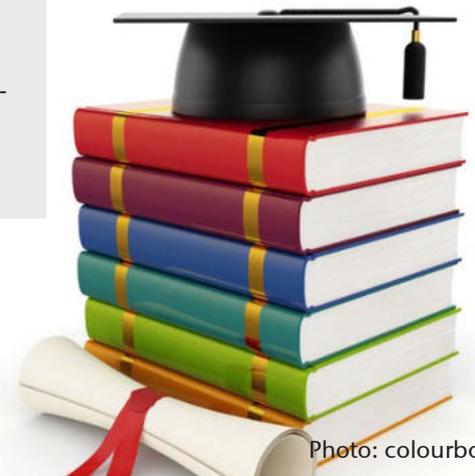


Photo: colourbox.de



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 have a look at this website: www.ub.uni-passau.de/en/learning-working/equipment/lockers

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. 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

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. To gain access please contact the frontoffice of the University's President.

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 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

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.

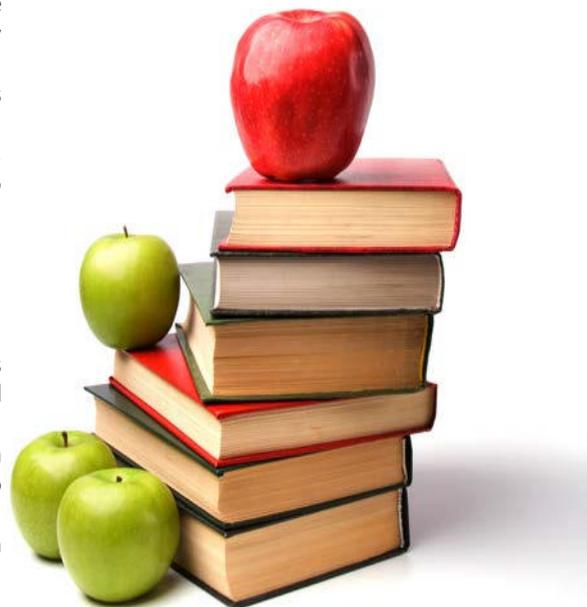


Photo: colourbox.de

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 starting with 40, 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

Welcome to Passau





The University of Passau

Since opening its doors to the public in 1978, the University of Passau has quickly developed into a renowned address in German academia. The University regularly attains top positions in academic rankings, e.g. in Law, Business and Economics, Computer Science, Communication Studies, Political Science and Cultural Studies.

Some 12,000 students and doctoral researchers from more than 100 countries are enrolled at the University of Passau. In addition to studying in small learning groups, students benefit from the manageable size of the University campus, resulting in short distances and an excellent student experience.

The University of Passau is a university of short distances—both on campus and to the city. The map of the university campus will help you to gain a quick overview. You can easily walk to the University or travel by bike or bus lines number 8 and 9 direction 'Kohlbruck über Klinikum' coming from the ZOB (Zentraler Omnibus-Bahnhof). The stops along the campus are 'Augustinergasse', 'Universität' and 'Wörthstrasse'.

'Augustinergasse' is closest to the Nikolakloster and Philosophicum buildings. 'Universität' is nearest to the Business Administration and Economics Faculty building, the University Library and the Refectory. Alight at 'Wörthstrasse' for the Audimax, Juridicum, Sports Centre, IT Centre and Administration building.



The city of Passau

Widely considered one of the loveliest cities in Germany, Passau is situated in the southern foothills of the Bavarian Forest at the confluence of the rivers Danube, Inn and Ilz.

Having been razed to the ground in the great fire of 1662, Passau was rebuilt according to designs by Italian master builders, which is where it gets its Mediterranean baroque flair from. It is partly for this reason that Passau is also known as the 'Venice of Bavaria'. Atop a small hill in the Old Town sits St. Stephen's Cathedral, the largest baroque cathedral north of the Alps.

The Old Town is characterised by spacious squares, romantic promenades, narrow winding alleys adorned with small cafés, bars and beer gardens. Passau is home to a number of cultural institutions, such as the 'Landestheater

Niederbayern' (theatre) and the 'Scharfrichter Haus'—a restaurant and political cabaret stage where many of Germany's most popular comedians started their careers. Many cultural events are put on throughout the year, such as the 'Europäische Wochen Passau' and the Eulenspiegel festival on the tip of the peninsula between the rivers Danube and Inn. Naturally, Passau also has various movie theatres, including a multiplex cinema showing 3-D movies.

Twice a year Passau hosts the "Maidult" and "Herbstdult" (like a small version of the "Oktoberfest"). It offers many thrilling rides, plenty of traditional Bavarian cuisine, and of course, the iconic beer tents. These, and the 'Haferfest', are centuries-old festivals and a fixture in Passau's cultural calendar. On top of that, there are various street festivals in summer and a Christmas market in December.





Surrounding area

Passau's surrounding area has a lot to offer, such as a long-distance Danube cycling trail, the spa triangle and the Bavarian Forest with its beautiful sights and pristine nature. The area is perfect for cycling, hiking, water sports, golf, cross-country and alpine skiing as well as snowboarding, mountaineering and abseiling. The

famous natural spas in Bad Füssing and Bad Griesbach are only a short drive away.

One special feature of the region is that it is so close to the Czech Republic and Austria, allowing for day trips to beautiful towns with rich traditions. Do not forget to sample the exquisite Bohemian and Upper Austrian cuisine!

Other cities and places to visit

< 100 km
 Bavarian Forest National Park (Germany)
 Linz (Austria)

< 150 km
 Český Krumlov (Czech Republic)
 Berchtesgaden (Germany)
 Prien am Chiemsee (Germany)
 Salzburg (Austria)
 Gmunden (Austria)

< 200 km
 Hallstatt (Austria)
 Prag (Czech Republic)
 Pilsen (Czech Republic)
 Munich (Germany)
 Regensburg (Germany)

< 250 km
 Nuremberg (Germany)
 Tegernsee (Germany)

< 300 km
 Vienna (Austria)
 Graz (Austria)
 Garmisch-Partenkirchen (Germany)
 Innsbruck (Austria)

< 350 km
 Brno (Czech Republic)

< 400 km
 Bratislava (Slovakia)
 Ljubljana (Slovenia)
 Lake Constance (Germany)

< 450 km
 Frankfurt am Main (Germany)
 Heidelberg (Germany)

< 500 km
 Dresden (Germany)
 Mainz (Germany)

Zagreb (Croatia)
 Zurich (Switzerland)
 < 550 km
 Verona (Italy)
 Strasbourg (France)
 The Lorelei on the River Rhine (Germany)
 The Black Forest (Germany)

< 600 km
 Budapest (Hungary)
 Koblenz (Germany)
 Plitvice Lakes National Park (Croatia)
 Venice (Italy)
 The Brocken (Germany)

< 650 km
 Berlin (Germany)
 Cologne (Germany)

< 700 km
 Luxembourg (Luxembourg)

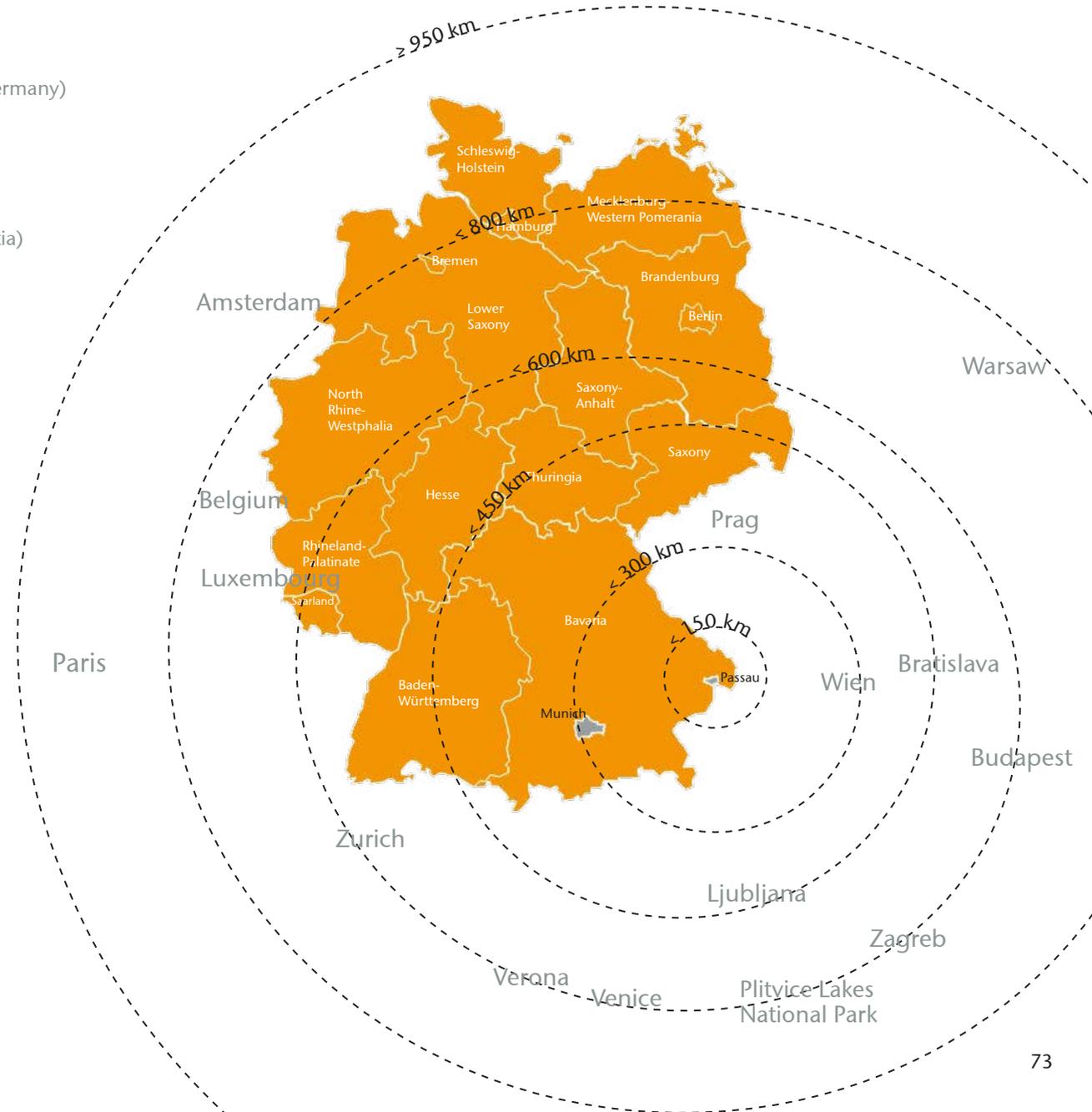
< 800 km
 Kraków (Poland)
 London (UK)

< 850 km
 Brussels (Belgium)
 Hamburg (Germany)
 Rostock (Germany)

< 900 km
 Amsterdam (Netherlands)

< 950 km
 Rügen (Germany)
 Warsaw (Poland)

> 950
 Copenhagen (Denmark)
 Paris (France)



Everyday life



Mobility

Public transport

In Passau, there is only one main train station. This means that we do not have an underground network. The best form of public transport are the buses.



You can find information regarding the timetables and the routes here: <https://vbp.stadtwerke-passau.de/busfahrplaene.html>

The Central Bus Station is the ZOB (Zentraler Omnibus Bahnhof). Nearly all buses stop at this station. At most other bus stops you can find the bus driving in one direction, while in the opposite side of the road you shall find the same bus number driving in the opposite direction.

VBP operates around 17 lines that run throughout the city. With the combined 'Bus & Bad' ticket, you can travel to the swimming pool and enter it for a cheaper price. A single ticket in Passau costs €2,50, a 4-trip ticket €8,00.



For further information check: www.stadtwerke-passau.de/bus-parken/fahrpreise.html#c294

Using your campusCard as a bus pass

If you have a student CampusCard, your CampusCard functions as your bus pass. The bus pass for Passau costs €39,50 per semester at the time of writing (winter semester 2025/26). The fee is payable at matriculation and re-registration and is included in the 'semester contribution'. Before you can use your CampusCard as a bus pass for the first time you should make sure that:

- ▶ your CampusCard displays the VBP logo
- ▶ your CampusCard has your photograph on it.
- ▶ you have validated your CampusCard for the current semester.

If you do not have your picture on your CampusCard, you can still use it as a bus pass but you will need to carry additional photographic ID (i.e. your passport, foreigners registration card or, if you are an EU citizen, your national ID card) whenever taking the bus. The semester bus pass is valid throughout the semester for which you have validated your card. The summer semester runs from 1 April to 30 September and the winter semester from 1 October to 31 March.

Driving in Germany

In Germany, we drive on the right hand side of the road. If you are an EU or EEA citizen, your driving licence is usually valid in Germany. If you are not an EU or EEA citizen, you may need an international driving licence or an official translation of your licence. If you take up residence in Passau for more than six months, you have to apply for validating your licence in Germany at the driving licence department of the City of Passau ('Die Führerscheinstelle der Stadt Passau').

Documents you need for the application

- ▶ ID or passport
- ▶ A biometric picture
- ▶ Your drivers licence (if necessary: with translation)
- ▶ Certificate for first-aid course (9x 45 minutes)
- ▶ Vision test certificate (not older than two years)

- ▶ notice from the drivers school (copy of the contract or stamp)

Please note that every case is different. Different fees and further tests may apply. Contact us if you have any questions regarding your driving licence.

Address

Stadt Passau,
Dienstleistungszentrum Passavia
Vornholzstr. 40
94036 Passau
Phone: +49 851 3960
E-mail: fuehrerscheinstelle@passau.de

Federal Ministry of Transport and Digital Infrastructure
Phone: +49 30 183003060
E-Mail: buergerinfo@bmvi.bund.de



Read more > [Validity of foreign driving licences in the Federal Republic of Germany](#)

Carsharing

The carsharing Passau association gives you the opportunity to share cars with other users. There are [eight places](#) where you can find the cars. For example, one car is located behind the Nikolakloster building, another car in the historic centre and one at the central train station.

For detailed information and conditions, please visit the carsharing passau website.



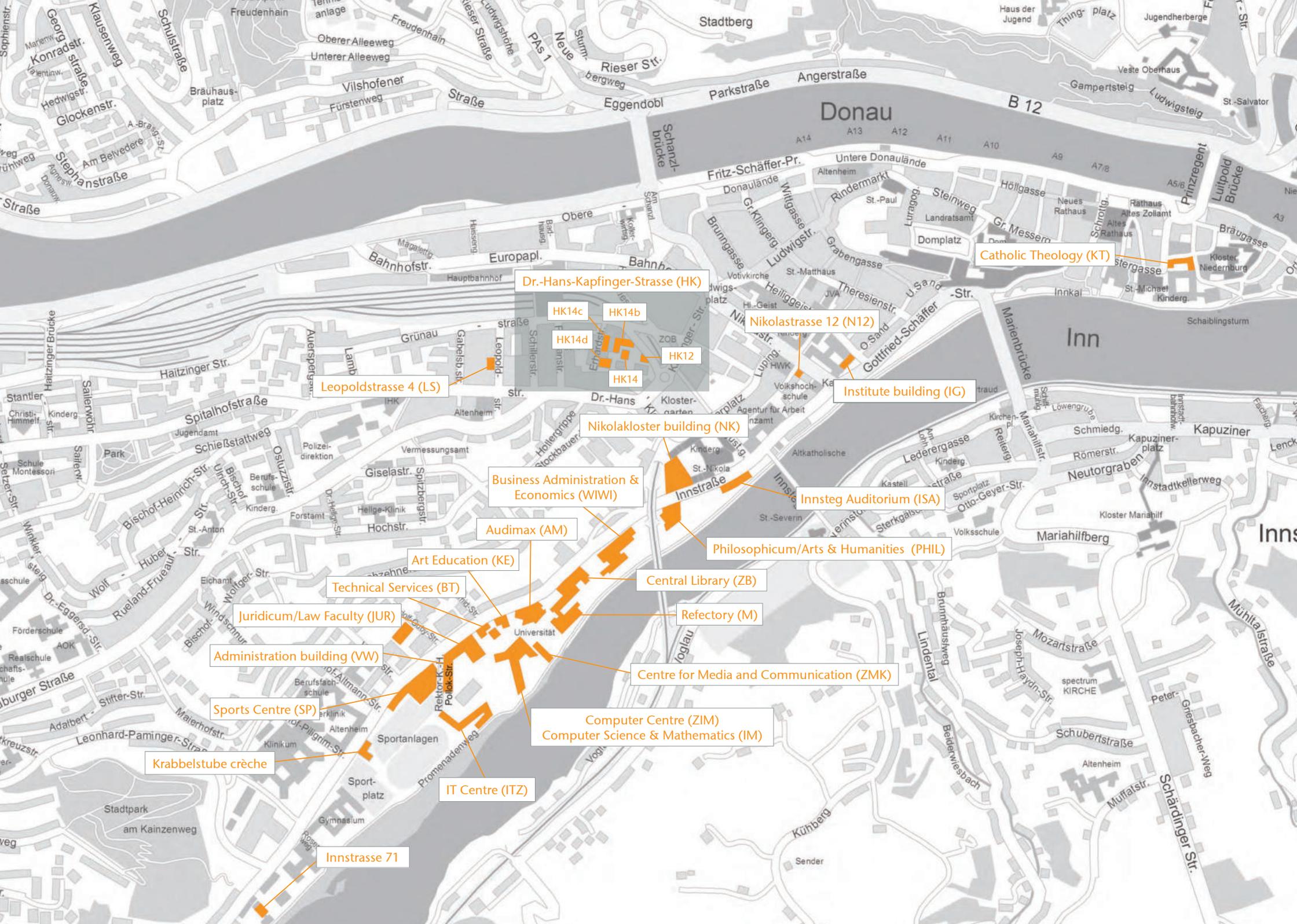
Read more www.carsharing-passau.de

Bicycles

Many people in Passau use bicycles since most places in Passau are in easy biking distance and you can find places to park your bicycle all over campus and city. There are also bicycle routes for daytrips around Passau. If you would like to hire a bike, there are several options. Please find more information under the following link:



Website for more information <https://tourism.passau.de/leisure-sports/cycling/>



Catholic Theology (KT)

Dr.-Hans-Kapfinger-Strasse (HK)

HK14c

HK14b

HK14d

HK12

HK14

Nikolastrasse 12 (N12)

Institute building (IG)

Leopoldstrasse 4 (LS)

Nikolakloster building (NK)

Business Administration & Economics (WIWI)

Innsteg Auditorium (ISA)

Audimax (AM)

Philosophicum/Arts & Humanities (PHIL)

Art Education (KE)

Central Library (ZB)

Technical Services (BT)

Refectory (M)

Juridicum/Law Faculty (JUR)

Centre for Media and Communication (ZMK)

Administration building (VW)

Computer Centre (ZIM)

Computer Science & Mathematics (IM)

Sports Centre (SP)

IT Centre (ITZ)

Krabbelstube crèche

Innstrasse 71



Photo: colourbox.de

General information

Recycling in Germany

In Germany, most waste is recycled. This means you are expected to separate at least paper, organic waste, glass and tin cans. Your house will have three different bins: a blue one, a brown one and a black one. The blue one is meant for paper only, the brown one for organic waste and the black one is for the residual waste. For different types of glass and cans, extra containers can be found in several locations.



The locations are shown here:

<https://www.passau.de/bauen-umwelt/umwelt-klimaschutz/abfall-recycling/>

Bottle return or 'Pfandsystem'

When you buy drinks in Germany, they usually come in plastic or glass bottles. Instead of throwing the empty bottles away, most of them can be recycled. To make sure that customers know this and have the motivation to take the bottles to recycling stations, Germany has introduced a cash deposit scheme ('Pfand').

'Pfand' means that when you bring a bottle to a designated recycling machine you will get some money back. This can be between 8 and 25 cents per bottle. Recycling machines can be found in most supermarkets (Rewe, Edeka, Aldi etc.), usually at the main entrance or in the back.

Bottles that usually have a deposit are: water, beer and soft-drink bottles, most juice and milk bottles, aluminium cans and multiple use containers. There is usually no deposit for: wine bottles and bottles with a 'Grüner Punkt' logo.

If a bottle is part of the deposit system you will find a symbol or the word 'Pfand' next to the barcode.

Pets

Please get your landlord's written permission if you wish to keep a pet, as pets might not be allowed in your apartment.

Never pour or shake anything from windows or balconies

Make sure flowerpots or boxes on windows or balconies are secure and that watering them doesn't create a nuisance for the neighbors below.

Cleaning the house

Have a look at the rental contract to check if you are required to clean the stairways, the footpath etc. If there is no paid service, you might be on cleaning duty every few weeks.

Winter road clearance or 'Winterdienst'

When there is snow and ice in the streets everyone is obligated to clear the pavement in front of their house every morning so that there is no risk of people falling and injuring themselves. If you are renting an accommodation, check your rental contract or ask your landlord about your responsibilities regarding this.

Airing your room

Make sure to open the window regularly to air out your room(s). As most houses in Germany do not have an air conditioning system, you should do so every morning and evening. Windows in Germany are usually locked with the handle facing downwards. If you want to open them, you can either twist the handle to the side (so the window can swing open) or upwards (then the window tilts open at the top). This second option allows you to get fresh air without a draft, which is very practical at night. However, do not leave your windows tilted when you are not at home! Burglars look for tilted windows, as it is far easier to break into a home when the window is tilted.

Toilet paper

In Germany, you can flush toilet paper down the toilet. However, please make sure not to throw other paper or hygiene products into the toilet.

Tap water

Tap water is of excellent quality and may be consumed without concerns. It is even common to drink tap water at home if you prefer non-sparkling water.

Electricity

In Germany, the standard voltage is 230 V. The standard frequency is 50 Hz. The power sockets used are of type F. Please check if you need an adapter or converter to use your devices!

Important phone numbers

The emergency telephone number for police, fire brigade and medical rescue services (i.e. ambulances) is 112. This emergency number works throughout

Europe and even in some countries and territories outside Europe!

There is another Germany-specific number, 110, for calling the police directly. These numbers can be dialled for free from any landline or mobile phone.

112	Emergency telephone number
110	Police emergency hotline
116117	24-hour medical advice hotline (not for emergencies)
08919240	Poison emergency hotline

Safety

Germany is a very safe country with a low crime rate. Especially in the rural areas—like Passau—Germans tend to regard the police as a reliable safety guarantor as well as their ‘Freund und Helfer’ (‘friend and helper’). Most incidents of street crime involve the theft of unattended items and pick pocketing. Particularly bicycle theft is a widespread type of crime in Germany, unfortunately also in Passau, so please make sure to always lock up your bike.

Take the usual precautions (do not leave your valuables unattended, do not walk around in obscure places alone at night) and you will be safe during your stay!

Stay Updated During Emergency Situations

If you want to receive updates or warnings in case of emergencies (e.g. in the case of significant weather or floods) you can register for the newsletter published by the townhall in Passau:

Achtung Passau Newsletter
<https://achtung.passau.de/anmeldung/>

There are also apps provided by the German government that will inform you

about emergencies or significant events:

- ▶ KATWARN
- ▶ NINA

Non-smoking laws

Smoking is prohibited in some public places such as on public transportation, including railway platforms and restaurants or cafés. Sometimes separate smoking areas are provided. Fines for violations range from €5 to €1,000. If you want to smoke at work and your working time is recorded in BayZeit (the University’s time recording system), you need to clock out and leave the building!

‘Du’ or ‘Sie’?

Germans tend to be very formal. We reserve the informal address ‘du’ only for people we know well and have grown fond of. In an office environment, people with whom you work together closely may ‘offer you the “du”’ (‘das “du” anbieten’) after a while. However using ‘du’ before this has happened is a faux pas. As a rule of thumb, ‘du’ is used when speaking with:

- ▶ family
- ▶ friends
- ▶ children and youngsters up to about age 16
- ▶ coworkers (blue-collar workers are more likely to use ‘du’ straight away)
- ▶ members of some clubs, interest groups, or political parties

In all other situations, use ‘Sie’—particularly when talking to adult strangers and white-collar co-workers. When in doubt, use ‘Sie’, as it is better to be on the side of formality rather than being too familiar.

The German climate

Spring, summer, autumn and winter are usually markedly different from each other in these parts. As we enjoy both warm summers and cold winters, please make sure you have appropriate clothing.

Spring

Spring is the period from March to May. The German saying ‘Der April macht, was er will’ (April does what it wants) explains it best: the weather is fickle during this time. There may be temperatures in March up to 23° Celsius (73.4°F) but it might still freeze in the nights and rain a lot.

Summer

Summer is a pleasant and warm time in the Passau area. From June to August, it is usually warm and quite sunny with a few intermittent showers. The days are long and the daytime temperatures may hover around 30°C (86°F).

Autumn

From September to November, the temperature falls rapidly. While it is still warm in September and you can still enjoy the German ‘Altweibersommer’ (Indian summer), it might already snow in November! If you have a car, this is the time to change your tyres to winter tyres!

Winter

The winter period is from December to February. In the height of winter in January, the average temperature may be about 2°C (36°F). This may drop to about -10°C (14°F) or even -15°C (5°F). Snow is common in the Passau area in winter.



Photo: colourbox.de

Washing laundry

Laundrettes

Innstadt Waschsalon
Kapuzinerstraße 2
94032 Passau
Mobile: +49 171 637 4763=
Monday – Sunday 7:00– 23:00

Waschtreff
Neuburger Strasse 19
94032 Passau
Mobile: +49 170 410 2828
Monday–Friday 7:00–23:00

www.waschsalons.com.de/passau

Dry cleaners

Eichberger Reinigung
Spitalhofstrasse 90
94032 Passau–Haidenhof Nord
Phone: +49 851 55303
www.eichberger-reinigung.de

El Sadek Amina Miriam Reinigung
Am Bramerhof 4
94034 Passau-Grubweg
Phone: +49 851 7564 5449

Communication

Mobile phones

To get a German number, you need a German SIM card. You can either get a contract (suitable for longer stays) or a prepaid number (suitable for short stays, because you do not have to cancel the contract when you leave). You can either get a contract online or buy a prepaid SIM-card in various shops (also in some supermarkets).

Please be aware that minimum contract periods might apply. After that, the contract can be terminated with a one month's notice.

Internet access

If you stay in a long-term accommodation, you also might need to conclude a contract with an internet provider. Similarly to mobile phone plans, internet contracts tend to have an average contract period of 12 months. However, some providers allow you to terminate your contract earlier when you leave Germany.

If you live in a shared flat, you can always consider sharing a contract. If you're only staying for a short time, we recommend to use the University Wi-Fi and/or Bayern WLAN (various hotspots in the city of Passau). The University of Passau also provides computer rooms. You can access both University Wi-Fi and computers with your university user account (aka "ZIM-Kennung"). Computer rooms are located in the following buildings:

- ▶ Rooms 057 and 058 in the Law Faculty building (JUR), Innstrasse 39
- ▶ Room 252 with Smartboard in the IT-Zentrum (ITZ), Innstraße 43
- ▶ Rooms 030, 031 and 032 in the Business & Economics building (WIWI), Innstrasse 27
- ▶ Room 117 in the Nikolakloster building (NK), Innstrasse 40)
- ▶ Room 30 in the Department of Catholic Theology (KT), Michaeligasse 13

Streaming digital content: the German legal perspective

Streaming and downloading digital content, including music, films and TV series in Germany can lead to very serious legal consequences if you use illegal platforms or websites. The general rule of thumb is: the downloader is only legally permitted to download content that has been paid for or is legally shared. This is because under German law a copyright holder may require an internet server to disclose the name and address of the internet connection holder—and sue that person for damages arising from illegal downloads carried out using that internet connection.

Shopping and groceries

Groceries

The best known low-budget supermarket chains are 'Aldi', 'Lidl', 'Penny' and 'Netto'; for more special treats as well as fresh cheese, meat and fish sold at specialised counters, go to 'Rewe' or 'Edeka'. Opening hours vary from state to state. In Bavaria, most supermarkets and shopping centres are open from Monday to Saturday, 8:00 to 20:00. Smaller shops tend to close earlier and also have a lunch break.

On Sundays and national holidays, shops are usually closed, yet you might find some open bakeries on Sunday mornings. Another exception are shops at train stations, which have extended opening hours and are also open on Sundays. Last but not least, petrol stations also offer some (high-priced) drinks and basic food supplies and are usually open around the clock.

Many supermarkets offer organic products and you can find locally grown vegetables and fruits as well as homemade food products at weekly farmers' markets (see below). Also, most supermarkets nowadays offer a selection of vegan and vegetarian products. Chains such as 'Bioladen', 'Naturkostladen' or 'Reformhaus' specialise in organic and vegetarian and vegan products and shop assistants here are well trained in nutritional questions.

Please note that there is a deposit on many plastic and glass bottles. You will recover it when you return the bottles to the shops (see page 81).

Weekly markets

- ▶ Domplatz
in front of the cathedral
Saturdays 7:00–14:00.
- ▶ Klostergarten
(across the street from the Nikolakloster)
Tuesdays and Fridays 7:00–12:30

Shops offering international food

- ▶ Go Asia
Bahnhofsstraße 24-28
94032 Passau
Phone: +49 851 96633811
- ▶ Ceylan Market (Turkish)
Grünaustrasse 13
94032 Passau
Phone: +49 851 20967091
- ▶ OMOWEST Afroshop
Grünaustrasse 12
94032 Passau
Phone: +49 851 21031412
- ▶ Ariana Market
Nibelungenstrasse 10
94032 Passau
Phone: +49 1522 6351922
- ▶ Nour Alsham Passau
Schießstattweg 1
94032 Passau
Phone: +49 160 8366460
- ▶ Asiatische Lebensmittel
Nibelungenstrasse 9
94032 Passau

Health-food shops

- ▶ Biobäckerei Wagner
Ludwigsplatz 4
94032 Passau
Phone: +49 851 9890307
<https://wagner.bio/>
- ▶ Denn's Biomarkt
Regensburger Str. 70 or Schönauerweg 2 (two locations)
94036 Passau
Phone: +49 851 75 63 88 69
www.denns-biomarkt.de/passau-regensburger-str-70/marktseite
www.biomarkt.de/passau-schoenauerweg-2/marktseite/
- ▶ Reformhaus Buck
Wittgasse 8
94032 Passau
Phone: +49 851 3171 8
www.reformhaus-buck.de
- ▶ Tante Emmer (zero-waste store)
Grabengasse 23
94032 Passau
+49 851 2137 6426
<https://tante-emmer.com/>

Shopping centres

- ▶ Dreiflüsse Einkaufszentrum (DEZ)
Neuburger Strasse 104b
94036 Passau
- ▶ Stadtgalerie
Bahnhofstrasse 1
94032 Passau
Phone: +49 851 8517970
- ▶ Donau Quartier
Bahnhofstraße 24
94032 Passau
- ▶ Nibelungen Centre Passau (NICE)
Nikolastraße 2
94032 Passau

Furniture shops

- ▶ Ahollinger Schreinerei & Möbelwerkstätte
Eck 2
94034 Passau
Phone: +49 851 51271
www.ahollinger.com
- ▶ Die Trödelbuam
(second-hand furniture)
Wiener Str. 14
94032 Passau
Phone: +49 851 98858489
www.troedelbuam.de
- ▶ Möbel Schuster Inh. Walter Schuster
Neustifterstrasse 27
94036 Passau
Phone: +49 851 966550
www.moebelschuster.de
- ▶ Mömax Passau
Steinbachstrasse 15
94036 Passau
www.moemax.de
- ▶ XXXLutz Hiendl
Steinbachstrasse 42
94036 Passau
www.xxxlmoebelhaeuser.de



Image: colourbox.de

Additionally, don't forget to check social media and online second hand platforms to find second-hand furniture. The keyword 'Flohmarkt' (flea market) might be of help.

Medical issues

As mentioned before (page 41 *Social security*), you will need statutory health insurance in Germany - in most cases. To help you get acquainted with the medical system in Germany, here are a few important topics and tips.

Doctor's appointments

In Germany, if you need a doctor's appointment you go to a general practitioner ('Hausarzt') first. If you are in need of a specialist, you will get a referral ('Überweisung').

Please remember to always bring your health card to your appointments! You are advised to generally have the card with you in case of a medical emergency.

If you don't speak German well, you can bring a person to interpret for you or a family member or friend to help you out. Please be aware that your insurance does not cover the cost of an interpreter. You can also find a multilingual doctor, search on the internet pages of the federation of contracted medical practitioners ('Kassenärztliche Bundesvereinigung').

The medical consultation

Your doctor should inform you about:

- ▶ The diagnosis.
- ▶ What treatment they recommend.
- ▶ How the treatment works, how long it will take, what the risks are and whether it involves pain.
- ▶ Whether the treatment only eases the symptoms or cures the illness itself.
- ▶ What other types of treatment are available.
- ▶ What screening tests you are due for.

Professional confidentiality

In Germany, doctors and practice personnel are not allowed to pass on information about you, your health status and your family to others. This means you can openly talk with your doctor about anything you may be concerned about. Without your express consent, your doctor will not inform your spouse or life partner, other family members or anyone else.

Pharmacies and medication

You can obtain medication and wound dressings in pharmacies ('Apotheken'). Pharmacies are identified by a large letter 'A' above the entrance and are open during normal business hours. During the night and weekends, there is always one pharmacy on call in each local area. You can find out which one, e.g. via the Internet (search for 'Apothekennotdienst'). The overnight and public holiday on-call rosters for your area are also displayed on the doors of pharmacies.

Prescribed medication

You can obtain certain prescriptions-only medicines ('verschreibungspflichtige Arzneimittel') at pharmacies only upon presenting a doctor's prescription ('Rezept'). At the pharmacy, you can also be informed about when and how you must take the medication. It may happen that the pharmacy has to order certain medications in. In this case, the pharmacist will tell you when to return to pick up your medication.

Statutory health insurance will only pay for medication prescribed by a doctor using a prescription form.

Since 2024, electronic prescriptions (e-prescriptions) must be used for prescription medicines.

These are issued by doctors and can be redeemed at pharmacies either via electronic health card (eGK), an e-prescription app, or with a paper printout.

Special regulations apply to e.g. strong painkillers; these must be prescribed using a special narcotics prescription form.

In general, you have to pay ten percent of the cost of prescribed medication (at least 5 and at most 10 euros). This is called co-payment ('Zuzahlung').

In any case, you never pay more than the price of the medication. Exempted from co-payments are:

- ▶ Medication for children under 18 years
- ▶ Medication prescribed in connection with pregnancy or childbirth

If you have statutory health insurance cover, the pharmacy will invoice the insurance fund directly. You only pay the mandatory co-payment. Some medications are also available in versions called 'Generics' ('Generika'). Generics are medications with the same composition of active ingredients as the branded versions. You can ask your pharmacist about them. For some generic medications, you don't have to make co-payments.

Oral health care

Your statutory health insurance fund covers the total cost of basic measures. This also applies if your teeth cannot be preserved and must be extracted.

Regular preventive dental check-ups are important—even if you don't have any dental complaints. These examinations help to detect and treat certain diseases early. You can obtain a bonus booklet

('Bonusheft') from your health insurance fund, in which the check-ups are recorded. If you can prove that you have been to the dentist at least once a year (at least once every six months for under 18 year olds), statutory health insurance funds will make a larger contribution to the cost of dental prosthetics, should they become necessary.

Dental prosthetics include crowns, bridges and dentures. Statutory health insurance funds contribute, depending on the diagnosis, a fixed subsidy ('Festzuschuss').

Vaccination

Each year, still thousands of people become ill because of dangerous infectious diseases. Vaccinations ('Impfungen') effectively protect from diseases caused by bacteria and viruses and from their health effects. When many people are vaccinated against a certain disease, it can no longer spread throughout the population. Ask your doctor about vaccinations—for yourself and your children.

In Germany, there are recommendations about when certain vaccinations should be given. Children are vaccinated against the most important diseases as part of scheduled child health checks ('U-Untersuchungen'). Some vaccinations must be given several times to achieve an effective level of protection, and some vaccinations must be boosted regularly in adulthood. The cost of recommended vaccinations and some travel vaccinations is covered by health insurance.

If you have not been living in Germany for long, have your vaccination status and that of your children checked by a doctor. The vaccinations you receive are entered into a vaccination record ('Impfpass'). If you do not have a vaccination record yet, ask for one at your doctor's practice or health insurance fund.

Preventive health checks and screening

Your health insurance fund will cover medical examinations for children, adolescents and adults for the purpose of detecting diseases, health issues and risk factors early. By attending these examinations regularly, you are making an important contribution to your health. Some health insurance funds offer bonus schemes as an incentive to attend such examinations.

Important regular health check-ups are:

- ▶ **General Health Checks**
Biennial check-up (starting at age 35) for early detection of diseases of heart and circulatory system, diabetes and kidney disease
- ▶ **Skin Cancer Screening**
Biennial check-up (starting at age 35)
- ▶ **Bowel Cancer Screening**
Offered for ages 50 and above (stool sample test or colonoscopy)
- ▶ **Cervical Cancer Screening (women)**
Annual screening test for women aged 20 and above (gynaecologist)
- ▶ **Breast Cancer Screening (women)**
Annual screening for women aged 30 and above (gynaecologist)
- ▶ **Chlamydia Screening (women)**
Annual test for women up to the age of 25 (gynaecologist)

- ▶ **Prostate cancer screening (men)**
Annual screening for men aged 45 and older
- ▶ **Abdominal aortic aneurysm screening (men)**
One free ultrasound examination for men over the age of 65

Child health

After the birth of a child, parents receive a medical examination record for their child, which details when certain health checks are due. In general, this routine schedule consists of ten health checks (called U1 to U9, including U7a). The examinations are covered by (statutory) health insurance.

The first health check (U1) takes place immediately after birth. The U2 health check takes place between the 3rd and 19th day of life—at the hospital or at a paediatrician's practice. Health checks U3 to U9 are carried out at the paediatrician's practice during the period up to the 64th month of life. The adolescent health check J1 between ages 12 and 14 also takes place there.

Medical care at hospitals

You will only be treated at a hospital if the care that can be provided at your doctor's practice is not sufficient for your needs, or in case of an emergency. If you have only statutory health insurance cover, you cannot be treated at a private hospital.

Prescribing hospital treatment

Your doctor will determine whether you need to be treated at a hospital and refer you there. This is done using a hospital admission referral ('Einweisungsschein'), which you must bring to the hospital with you. On your referral, your doctor will also indicate which hospital is appropriate for carrying out the required treatment.

Please note that you may incur a cost if you go to a different hospital for your treatment than the one indicated on the referral.

Hospital agreement

If you have to stay in a hospital for treatment for several days, you will make an agreement with the hospital. In most cases, the agreement is made in writing. This means that both you and the hospital will sign. Only sign the agreement if you have understood it and ask to be given a copy. Please ask for clarification if anything is unclear.

Emergencies

An emergency is any life-threatening illness or injury for which you need immediate medical care. Emergencies include high fever, broken bones, head injuries, strong bleeding, shortness of breath, poisoning and loss of consciousness. Please do not call the emergency headline if you do not have an emergency as you are delaying and impeding the response to real emergencies.

If you think a situation is life-threatening, for example, after a severe accident, call the emergency services ('Rettungsdienst') by dialling 112. Explain calmly and clearly where the affected person is located, what has happened and what state the person is in. Listen attentively and answer all questions as well as you can.

If you need medical advice outside of opening hours and can't wait to reach your family doctor, contact the on-call medical service ('ärztlicher Bereitschaftsdienst') by dialling 116117. This number works without a prefix throughout Germany and is free of charge. You will be connected to the on-call medical service in your area.

Medical services

Hospitals in Passau

- ▶ **Klinikum Passau**
Innstrasse 76
94032 Passau
Phone: +49 851 5300-0
webmaster@klinikum-passau.de
www.klinikum-passau.de

Physicians who speak foreign languages

General practitioners

This list represents only an overview and does not purport to be exhaustive.

- ▶ **Dr. med. Arpad Geller**
Dr.-Hans-Kapfinger-Strasse 20
94032 Passau
Phone: +49 851 59933
Languages spoken: German, English, Hungarian, Russian, Romanian & Serbo-Croatian
- ▶ **Gemeinschaftspraxis am Klostergarten**
Kleiner Exerzierplatz 14
94032 Passau
Phone: +49 851 55552
praxis@hausarzt-passau.com
www.hausarzt-passau.com
Languages spoken: German & English

▶ Dr. med. Manfred Kronawitter
 Prinz-Eugen-Strasse 3
 94034 Passau
 Phone: +49 851 493490
info@hausarzt-passau.de
www.hausarzt-passau.de
 Languages spoken: German & English

▶ Dr. med. Mirjam Busse
 Hauptstrasse 44
 94167 Tettenweis
 Phone: +49 8534 249
praxis.busse@telemed.de
www.praxis-busse.com
 Languages spoken: German & French

Dermatologists

▶ Hautzentrum Passau
 Am Schanzl 8 (2. OG im Kaps
 Gebäude)
 94032 Passau
 Phone: +49 851 6004
<https://www.haut-zentrum-passau.de/>
 Languages spoken: German & English

Obstetricians and gynaecologists

▶ Dr. med. Johannes Schneeberger
 Ludwigsplatz 4
 94032 Passau
 Phone: +49 851 37931379
praxis@dr-j-schneeberger.de
www.frauenarzt-schneeberger-passau.de
 Languages spoken: German, English, Russian & Hungarian

▶ Gabriele Scherrer
 Kleiner Exerzierplatz 4
 94032 Passau
 Phone: +49 851 51547
www.frauenaezrte.de/gabrielescherrer
 Languages spoken: German, English, French, Italian & Spanish

RADIO-LOG MVZ Passau

▶ Frauenheilkunde und Geburtshilfe
 Schießstattweg 60
 94032 Passau
 Phone: +49 0851-50198 300
frauenheilkunde-passau@radio-log.de
www.radio-log.de

Psychologists

▶ Dipl.-Psychologin Claire Thomas
 Innstadtbahnhofweg 2
 94032 Passau
 Phone: +49 851 4901655
kontakt@psychotherapie-claire-thomas.de
www.psychotherapie-claire-thomas.de
 Languages spoken: German & English

Dentists

▶ Dr. Alexander Hartmann
 Dr.-Hans-Kapfinger-Strasse 14a
 94032 Passau
 Phone: +49 851 2277
info@al-dente-plus.de
www.al-dente-plus.de
 Languages spoken: German & English

▶ Dr. Ritzinger ZA Suttner
 Grabengasse 16
 94032 Passau
 Phone: +49 851 36537
info@dres-ritzinger-suttner.de
www.dres-ritzinger-suttner.de/
 Languages spoken: German, English & Arabic (Syrian)

Urologists

▶ Dr. med. Volker Walther
 Dr. Emil-Brichta-Str. 1
 94036 Passau
 Phone: +49 851 6364
urologie-passau@t-online.de
www.urologisches-zentrum-passau.de/
 Languages spoken: German, English & French

Orthopaedists

▶ Dr. med Holger Fritzsching
 Dr. Emil-Brichta-Str. 7
 94036 Passau
 Phone: +49 851 9882620
office@gz-passau.com
www.dr-fritzsching.de
 Languages spoken: German, English, Italian & Spanish



Image: colourbox.de

Family and children

To help you find your work-life balance, the University offers a crèche for your youngest. We are happy to assist you in finding a place in a municipal or privately run daycare centre or kindergarten.

In Germany, school is compulsory for children aged 6 to 15. If you are arriving with children of compulsory school age, we will gladly help you to get them placed in a suitable school.

Childcare

Crèche

The University of Passau wishes to ensure that its members are able to balance their family life and work or studies. The crèche, situated at the western end of the campus next to the sports grounds, takes care of children aged ten months to three years. The crèche, which is called 'Krümelkiste' (literally 'box of crumbs') is located at Innstrasse 47. Two group rooms offer plenty of space for playing, climbing, sliding or doing craft-work. Furthermore, the children take lunch together.

If you intend to bring your children to Passau for your stay, please get in touch as early as possible, either directly with the crèche or with us. Registrations are possible all year. Most places become available in September. For more information on registrations, fee and services, visit the [website](#) (only available in German).

Kindergarten

Kindergarten is for children aged three to six, however attendance of a kindergarten is not compulsory. The City of Passau and other providers offer various child care facilities.

The University's Caritas Forest kindergarten in Ingling is a sustainable childcare and education project, that aims to promote responsible interaction with nature. There are 20 childcare places available for children aged three years up to school entry. For more information, visit the [website](#).

An overview of all child care facilities as well as further information are available on the [website](#) of the City of Passau (only available in German).

Schools

For children aged six to fifteen, school is compulsory in Germany. Up to 4th grade, children attend primary school, followed by one of three types of secondary school: Mittelschule, Realschule and Gymnasium. The former two provide vocational and higher vocational qualifications respectively, while the latter leads to the Abitur, the German higher education entrance qualification. To which school the pupil goes to depends to a large part on his or her performance at primary school. If you are planning on a longer stay with a child in Germany, you need to register with a school or apply for an exemption. The [website](#) of the City of Passau has more details and a list of all schools located in Passau and its surrounding area. Please do not hesitate to contact us if you need help finding a suitable school.

The parent-and-child room at the University Students, academics and university employees with children are offered a well-equipped separate room on the University's premises that allows them to work and study without worrying about child care: Parents can use a computer desk to keep up with university assignments or work, while a play area with toys, stuffed animals and children's books meets the little ones' needs. A cosy couch and a portacrib further offer both parents and children the chance to take a rest; a kitchenette is available for heating up meals. The parent-and-child room forms part of the University's efforts to strengthen its family-friendly profile. The parent-and-child room is located on the first floor of the Central Library (room 117). The room is locked; keys can be borrowed from the central information desk. You will need to leave your CampusCard as a deposit while in possession of the key. Guest researchers are welcome to make use of this facility. If accompanying partners without a CampusCard want to use the room, please let us know and we will arrange to get the key for you!

Child benefit, parental benefit and healthcare for children

Child benefit (Kindergeld)

As a public sector employee, you will receive child benefit from the state's family fund. Please fill in the application form for child benefit.



Click here for more information.

Child benefit is granted for all children up to 18 years, and in some cases even beyond that age. If you are not a public-sector employee, you will still get child benefit, but the administering unit is the Federal Employment Agency (Bundesagentur für Arbeit) rather than the state finance office.



For further details and the application form, visit:

<https://familienportal.de/familienportal/familienleistungen/kindergeld>
<https://www.arbeitsagentur.de/familie-und-kinder/downloads-familie-und-kinder>

Parental benefit (Elterngeld)

Parental benefit is a state benefit intended for parents who wish to take some time off their work to look after their child during the first few months. If you have a baby during your stay in Germany, you are also entitled to parental benefit. However, rather than being a permanent subsidy, it is limited to the first 12 to 14 months immediately following the child's birth.

The amount of Elterngeld you will receive is based on the net income of the parent dedicated to caring for the new-born, ranging from a minimum amount of €300 to a maximum of €1,800. Even if you were not in regular employment before birth, you are entitled to parental benefit. If the mother and father share the parental leave entitlement and lose income, they receive a maximum of 14 months' parental benefit together. In this case, one parent can claim a minimum of two and a maximum of 12 months' parental benefit.

Nationals of EU Member States and Iceland, Liechtenstein, Norway and Switzerland are entitled to parental benefit in the same way as German nationals if they live or work in Germany. For other foreign citizens, the entitlement depends on the residence title.

People with a settlement permit ('Niederlassungserlaubnis') are entitled to parental benefit, while those here on a temporary residence permit ('Aufenthaltserlaubnis') are only entitled if they are also entitled to work in Germany for at least six months.



For further details, visit the following websites:

<https://www.zbfs.bayern.de/familie/elterngeld/>
<https://familienportal.de/familienportal/familienleistungen/elterngeld>

Public playgrounds in Passau

Ilzstadt

- ▮ Bschüttpark

Old Town

- ▮ Innbrücke
- ▮ Innpromenade-Stadttheater
- ▮ Ortsspitze
- ▮ Pfaffengasse

Innstadt

- ▮ Boiotro
- ▮ Mariahilfberg
- ▮ Göttweiger Strasse
- ▮ Voglau

Haidenhof-Nord

- ▮ Dr.-Stefan-Billinger-Strasse
- ▮ Graneckerstrasse

- ▮ Gründlwiese—Schießstattweg
- ▮ Karlsbader—Breslauer Strasse
- ▮ Kohlbruck
- ▮ Königsberger—Breslauer Strasse
- ▮ Liegnitzer Strasse Vogelweider
- ▮ Strasse Westerburger Strasse
- ▮ Franz-Xaver-Kurländer-Strasse
- ▮

Haidenhof-Süd

- ▮ Dr.-Ritter-von-Scheuring-Strasse
- ▮ Leonhard-Paminger-Strasse (Kainzenpark)
- ▮ Spitzberg

The Passau family pass

The Passau family pass ('Passauer Familienpass') gives you access to numerous discounts and special offers that are good for your family budget. The family pass should encourage all families to spend quality time together. The free pass is available from both citizens' service offices ('Bürgerbüro', see p. 37). Parents with a child younger than 18 years can apply for the pass.



You can download your application here:

<https://www.passau.de/stadtleben/familie-betreuung/familienpass/>

Leisure time in the Passau area

The City and the County of Passau have a lot to offer in the way of leisure activities. Whether you enjoy cultural highlights, museums and galleries or large sports grounds—there is much fun to be had in and around Passau.



Culture

Culture is a big deal in Passau—both on campus and in town. Concerts, readings, exhibitions and other events take place regularly in the University's own Culture Café (Kulturcafete), located in the Nikolakloster building. During the semester, numerous student societies and clubs ensure a lively and multifaceted student life on campus. Museums, galleries, music and literature, theatre and cabaret offer a wide range of possibilities. On the website of the City of Passau, there is a list of all cultural facilities as well as associations situated in the City of Passau and its surroundings. To keep abreast of the cultural events, check the calendar of the City of Passau at its website.

 www.passau.de/aktuelles/veranstaltungen/

Theatre

- ▶ Passauer Volksbühne (amateur theatre)
 Innstrasse 71
 94032 Passau
 Phone: +49 851 2103272
 kontakt@theaterpassau.de
 www.dreifluesstheater-passau.jimdosite.com/?page_id=18
 (performances once a year)
- ▶ ScharfrichterHaus Passau
 Milchgasse 2
 94032 Passau
 Phone: +49 851 35900
 info@scharfrichter-haus.de
 www.scharfrichterhaus.de
- ▶ Stadttheater Passau
 Gottfried-Schäffer-Strasse 2
 94032 Passau
 Phone: +49 851 9291913
 landshut@landestheater-niederbayern.de
 www.landestheater-niederbayern.de
- ▶ Volkstheater Passau (amateur theatre)
 Klosterberg 4
 94034 Passau—Grubweg
 Phone: +49 176 26576426
 www.volkstheater-passau.de

Museums

- ▶ Domschatz- und Diözesanmuseum (cathedral museum)
 Residenzplatz 8
 94032 Passau
 Open: 1 May–31 October
 Phone: +49 851 3933330
 www.bistum-passau.de/dom-kultur/museum-am-dom-passau
- ▶ Glasmuseum Passau
 Schrottgasse 2
 94032 Passau
 Phone: +49 851 35071
 info@glasmuseum.de
 www.glasmuseum.de
- ▶ Museum Moderner Kunst (modern art)
 Bräugasse 17
 94032 Passau
 Phone: +49 851 3838790
 info@mmk-passau.de
 www.mmk-passau.de
- ▶ Oberhaus Museum (castle museum)
 Veste Oberhaus 125
 94034 Passau
 Phone: +49 851 396 800
 museumskasse@passau.de
 www.oberhausmuseum.de
- ▶ Römermuseum Kastell Boiotro (Roman museum)
 Lederergasse 43
 94032 Passau
 Phone: +49 851 34769
 boiotro@passau.de
 www.stadtarchaeologie.de/museum

International societies

- ▮ German-French Society
 Ms Heidi Weber
 Innstrasse 81 d
 94036 Passau
 Phone: +49 0851 7563666
 mail-an-heidiweber@web.de
 www.dfg.passau.de
- ▮ German-Hungarian Society
 Mr Reinhard Wachtveitl
 Breslauer Str. 4a
 94036 Passau
 Phone: +49 851 2314
 info@duf-passau.de
 www.duf.passau.de
- ▮ German-Iranian Society
 Mr Hadi Haddad
 Steinweg 16
 94032 Passau
 Mobile: +49 178 2308878
 info@digp.de
 www.digp.de
- ▮ German-Italian Society
 Maria Rosa Iacono-Schwarz
 Hubertusweg 1
 94034 Passau
 Phone: +49 8531 91700
 vorstand@dig-passau.de
 www.dig-passau.de
- ▮ German-Japanese Society
 Mr Norbert Palsa
 Göttweiger Str. 15
 94032 Passau
 Phone: +49 171 8321590
 djg.passau@gmx.net
 https://www.djg-passau.de/

- ▮ German-Russian Society
 Ms Larissa Riffel
 Wolf-Huber-Strasse 3
 94032 Passau
 post@drg-passau.de
 www.drg-passau.de
- ▮ German-Spanish Society
 Asociación Hispano-Alemana de Passau e.V.
 Am Erlenbach 5
 94032 Passau
 Ms Patricia Vásquez Covarrubias
 Phone: +49 851 98839615
 hola@dsg-passau.de
 www.dsg-passau.de
- ▮ Take a look at the website of the City of Passau for other cultural organizations in Passau:
<https://www.passau.de/stadtleben/kunst-kultur/kulturelle-vereine/>

Cafés and restaurants

When you enter a German restaurant or café, most times you do not have to wait until the waiter offers you a table. You can seat yourself at any free table you like.

Furthermore, it is totally normal that the bill is split and everybody pays exactly for what they consumed. Not every restaurant accepts credit or debit cards! Ask the waiter before you order if you want to pay by card. Please note also that not giving tips is a big no-no! Only if the service was terrible you should leave no tip at all. In all other cases, a 10 percent tip is normal. Enjoy your meal!

On its website, the Tourism Office of the City of Passau offers an overview of cafés, bars and restaurants.


<https://tourism.passau.de/eat-drink/>

Public Library

The Europa-Bücherei is a public library offering a wide selection of books and media, including audio CDs, DVDs and magazines, for an annual fee of €16 (adult tariff) or €11 (student tariff).

- ▮ Europa-Bücherei (main branch)
 Schiessgrabengasse 2
 94032 Passau
 Phone: +49 851 929890
 europabuecherei@passau.de
<https://europabuecherei.passau.de/>
 Opening hours:
 Tuesday, Wednesday and Friday:
 10:00 - 18:00
 Thursday: 10:00 - 12:00
 Saturday: 10:00 - 13:00
 Monday and Sunday: closed
- ▮ Europa-Bücherei - Neustift branch
 Neustifterstrasse 52
 94036 Passau
 Phone: +49 851 82349
 Opening hours:
 Thursday: 13:00–18:00

Cinemas

- ▮ CINEPLEX Passau
 Nibelungenplatz 5a
 94032 Passau–City Centre
 Phone: +49 851 9883550
 www.cineplex.de/passau
- ▮ ProLi Passau
 Unterer Sand 13
 94032 Passau
 Phone: +49 851 2655
 www.cineplex.de/passau
- ▮ ScharfrichterKino Passau
 Milchgasse 2
 94032 Passau
 Phone: +49 851 9883550
 www.cineplex.de/passau
- ▮ Unikino Passau
 University of Passau
 Audimax HS10
 Innstraße 31
 94032 Passau
 Tuesdays and Thursdays at 20:00 at the Audimax HS10 during the semester
 Phone: +49 551 48805580
 www.unifilm.de/studentenkinos/Passau



Photo: colourbox.de



Photo: colourbox.de



Sports and activities

Sports at the University

The Sports Centre of the University offers the ideal chance for physical balance. On spacious outdoor grounds and indoor installations, about 40 different kinds of sports are available, including Aikido, table tennis, fitness courses, wintersports, rowing, yoga and various dance courses.

The indoor facilities comprise two gymnasiums, a climbing wall and a fitness area with a top-of-the-line weightlifting and cardio area. The outdoor facilities include a football pitch, athletic track, basketball courts as well as a beach volleyball field. The university's canoeing and rowing boathouse is located approximately two kilometres upstream on the river Inn. Please check the website of the Sports Centre for up-to-date information.



www.sportzentrum.uni-passau.de

Stausee Oberilzmühle

Near Salzweg

Features:

- ▀ a big lawn
- ▀ changing cubicles
- ▀ a jetty

Freudensee

Near Hauzenberg

Features:

- ▀ a big lawn
- ▀ a playground
- ▀ a beach volleyball field
- ▀ table tennis
- ▀ catering

Swimming pool (peb)

- ▀ Indoor and outdoor swimming pool

Messestrasse 7

94036 Passau

Phone: +49 851 560260

<https://peb.stadtwerke-passau.de>

Other sports

In Passau, there is much more to discover, such as a big ice skating arena or numerous bike and hiking trails. Around 100 sports and leisure clubs offer sports from asphalt curling to the water sports disciplines and look forward to new members.

Due to the proximity to Austria as well as to the Bavarian Forest and the Czech Republic, there are many recreational possibilities. A guided tour of the castle (Veste Oberhaus) or a bike tour to the Mostbauer are worthwhile leisure activities.

Skiing

Bavaria and Austria offer perfect conditions to go for a skiing trip in winter. Skiing in the Passau area is possible in [Hochficht](#) or in the [Skizentrum Mitterdorf](#), which are both located about 60 km from Passau.

You can sign up for the courses online through the website once you have paid the Sports Centre user fee (usually by bank transfer). Please keep in mind that you need your CampusCard to pass the turnstiles at the entrance.

Swimming

In Passau, you can either go swimming at the swimming pool (peb) or at one of our lakes in the surrounding area.

Unterer Ilzstausee

Near Passau-Hals

Features:

- ▀ a big lawn
- ▀ changing cubicles
- ▀ catering



Networking Day Trip to Gmunden in Upper Austria,

Every semester, the Welcome Centre puts together a programme for you to stay in touch with fellow international academics at the University of Passau.

Leisure activities in the region

There are various activities you can enjoy in your free time in the Passau area. Here are some ideas.

Getting around

When going on a trip, you first have to choose between different transportation possibilities. Here is a list to inform yourself:

- ▶ The public train system is run by DB. If you are travelling within Bavaria, the Bayern Ticket (day ticket for 1-5 people for travelling within Bavaria) might be a good deal for you.

 <https://www.bahn.de/angebot/regio/laender-tickets/bayern-ticket>
<https://ilztalbahnhof.de/en/>

- ▶ For cheap ways of travelling check out the bus company Flixbus.

 www.flixbus.de

- ▶ Car rentals

 www.rentalcars.com/en

- ▶ Bicycle rentals

 <https://tourism.passau.de/leisure-sports/cycling/>
<https://www.fahrradverleih-bahnhof-passau.de/pages/intro.php>

For train connections in neighbouring Austria, please visit the ÖBB website.

 <https://www.oebb.at/>

There are also ÖBB ticket machines at Passau train station (Hbf).

Accommodation

If you are planning to stay overnight you can choose between hotels, hostels, B&B and AirBnBs. The best way to find a good accommodation is to check online. You can also find websites to compare prices and services.

Cities to visit

▶ Budapest

The Hungarian Capital is well known for its thermal baths and its rich historic architecture.

▶ Český Krumlov

This Czech town is known as an UNESCO World Heritage Site.

▶ Linz

This Austrian City holds the title of UNESCO City of Media Arts.

▶ Munich

The Bavarian capital offers a rich cultural scene and a number of events (e.g. Oktoberfest, Christmas Markets, Theatron Music Festival).

▶ Prague

The capital of the Czech Republic offers historic buildings from various periods and a rich cultural scene.

▶ Regensburg

The old medieval town of this Bavarian city is a UNESCO World Heritage Site.

▶ Salzburg

This Austrian UNESCO World Heritage Site is well known as Mozart's birthplace and for its annual performing arts summer festival.

▶ Vienna

The capital of Austria offers historic buildings, museums and a rich music scene.

Salzburg

A UNESCO World Heritage Site



Other interesting trips

In the Passau area, you can find beautiful routes for hiking trips (e.g. in the Bavarian Forest), the Danube cycle path allows you to make biking trips as far as Vienna and there are various boat trips to go on as well. In winter, the area also offers skiing opportunities.

Trip to the wildlife park in Ortenburg

High above the town of Ortenburg and directly next to the Renaissance Castle, the wildlife park holds many native and exotic animals. In a natural landscape with great old trees, you walk through the park on landscaped paths. Numerous benches invite you to linger and watch the animals. Children can also enjoy themselves on a playground and in the animal petting zoo.



More about the wildlife park:
www.wildpark-ortenburg.de

Hike or bike to the famous Mostbauer in Austria

The small tour is best started at the university and leads you about 7 kilometres along the river Inn. During this trip, you can enjoy the beautiful nature of our region. When you reach the small beer garden, you can sample the famous Austrian Most and traditional Austrian snacks. Afterwards, we advise to walk on to Wernstein (about 2 kilometres further up-

river) and take the train back to Passau or continue walking/hiking back to Passau on the other Inn side.



More about the Mostbauer:
<https://mostausschank-untererinn.sta.io/>

Museumsdorf Bayerischer Wald (Tittling)

This open-air museum village lets you see and experience Bavarian history. On 25 hectares, you can visit over 150 buildings built between 1580 and 1850. The 'inhabitants' of the village additionally demonstrate some of their work skills, like cloth printing and glass painting.



More about the museum village
www.museumsdorf.com

Lake Chiemsee

The biggest lake in Bavaria offers a beautiful scenery and a possibility to relax and go for a swim. You can visit its two bigger islands by boat and see the palace on Herrenchiemsee and the monastery on Frauenchiemsee.



<https://bavaria.travel/stories/birding-lake-chiemsee/>

<https://bavaria.travel/stories/bike-safari-lake-chiemsee/>

Religion

Bavaria is a traditionally catholic State in Germany but all religions are welcome here. Places of worship and prayer for different religions:

Islam

- Islamische Gemeinschaft Passau e.V.
Roßtränke 6, 94032 Passau

Judaism

Unfortunately, there is no synagogue or Jewish Community in Passau. The nearest places of prayer and worship are:

- Wittelsbacherstrasse 11
94135 Straubing
- Sankt-Jakobs-Platz 18
80331 München/Munich

Protestant Christians

- Evangelisch-Lutherische Kirchengemeinde Passau St. Matthäus
Dietrich-Bonhoeffer-Platz 1
94032 Passau
- Friedenskirche der evangelisch-lutherischen Kirchengemeinde Passau St. Matthäus
Von-Rudhart-Strasse 10, 94032 Passau

Catholic Christians

- Bistum Passau
Domplatz 7, 94032 Passau
- Dom St. Stephan
Domplatz, 94032 Passau
- Stadtpfarrkirche St. Paul
Steinweg 15, 94032 Passau
- St. Gertraud
Kirchplatz 1, 94032 Passau
- St. Severin
Am Severinstor 10, 94032 Passau

- Universitätskirche St. Nikola
Kleiner Exerzierplatz 15, 94032 Passau
- St. Anton
Neuburger Strasse 68, 94032 Passau
- St. Michael
Schustergasse 14, 94032 Passau

Other

- Evangelisch-Freikirchliche Gemeinde (EFG) Passau Baptisten
Leonhard-Paminger-Strasse 37, 94032 Passau

Shelters and other helpful addresses

- Battered Women's shelters
SKF Frauenhaus (Catholic)
24h-Help: +49 851 89272
Info@frauenhaus-passau.de
 - SOLWODI Passau:
Languages: German, English, French, Russian, Romanian
24h-Help: +49 851 9666450
Passau@solwodi.de
<https://www.solwodi.de/seite/353254/passau.html>
- These shelters rely on donations.

Other addresses

- AIDS-Beratungsstelle Niederbayern (aids/HIV information and help)
Bahnhofstrasse 16b, 94032 Passau
Phone: +49 851 71065
kontakt@aidberaterung-niederbayern.de
- Pro Familia Niederbayern e.V.
Schwangerschaftsberatungsstelle (Help and consultations in case of (unwanted) pregnancy)
Bahnhofstraße 24, 94032 Passau
Phone: +49 851 53121



General
information
about Germany

The political and legal system in Germany

The constitution of the Federal Republic of Germany is the 'Grundgesetz' (Basic Law).

Articles 1–19 of the Basic Law are the constitutional rights which every individual holds before the state. The most important aspects of the basic rights are:

- ▶ The protection of human dignity
- ▶ The right to life and physical integrity
- ▶ Equality before the law*
- ▶ Freedom of faith, expression, assembly and the press
- ▶ Freedom to choose and practise a profession
- ▶ Guarantee of property and the right to inherit

! *Equal rights and tolerance in Germany:

Article 3 in the Basic Law explicitly states that men and women have equal rights. Furthermore, discrimination based on sex or gender, parentage, race, language, home country and origin, faith, religious or political opinions and disability is prohibited.

Article 20 entails the constitutional principles which the structure of the political system in Germany is based upon. These are:

- ▶ Federal Republic
- ▶ Democracy
- ▶ Constitutional state
- ▶ Welfare state

Federal republic

Germany is a federation of 16 states ('Bundesländer'). Each state has its own capital. The capital of the Federal Republic is Berlin.

- ▶ Baden-Württemberg; Stuttgart
- ▶ Bayern (Bavaria); Munich
- ▶ Berlin; Berlin
- ▶ Brandenburg; Potsdam
- ▶ Bremen; Bremen
- ▶ Hamburg; Hamburg
- ▶ Hessen (Hesse); Wiesbaden
- ▶ Mecklenburg-Vorpommern (Mecklenburg-Western Pomerania); Schwerin
- ▶ Niedersachsen (Lower Saxony); Hannover
- ▶ Nordrhein-Westfalen (North Rhine-Westphalia); Düsseldorf
- ▶ Rheinland-Pfalz (Rhineland-Palatinate); Mainz
- ▶ Saarland; Saarbrücken
- ▶ Sachsen (Saxony); Dresden
- ▶ Sachsen-Anhalt (Saxony-Anhalt); Magdeburg
- ▶ Schleswig-Holstein; Kiel
- ▶ Thüringen (Thuringia); Erfurt

Democracy

Germany is a democratic state which means that it is ruled by the people. Integral aspects of a democracy are:

- ▶ Elections
- ▶ Separation of Powers
 - Executive (government and administration)
 - Legislature (parliament)
 - Judiciary (courts)

Welfare state

Germany is a welfare state. In general, German citizens provide for themselves. However, the welfare state safeguards them from certain risks through insurance, e.g. health insurance or unemployment insurance. The welfare state also seeks to compensate for economic differences between citizens, e.g. through free access to schools.

Political life in Germany

Political parties

Every citizen has the right to be politically active on the local, state or federal level. Possible forms of political involvement are interest groups, citizens' initiatives, trade unions and political parties.

Parties nominate their candidates for the following elections:

- ▶ Local (municipal), city council elections
- ▶ State parliaments ('Länderparlamente')
- ▶ Federal parliament ('Bundestag')
- ▶ European Parliament

If you are interested in a party's political agenda, you can look up and read its party programme online.

Elections

Elections in Germany are general, direct, free, equal and secret (Article 38 Basic Law).

German citizens can vote in all elections. If you are a citizen of another EU country and registered with the municipal authority, you may vote and be elected (in some states) in municipal elections ('Kreise and Gemeinden') and in elections for German representatives to the EU parliament, if you choose to.

Municipal Elections for EU citizens

https://europa.eu/youreurope/citizens/residence/elections-abroad/municipal-elections/index_en.htm

Integration councils and advisory boards

Integration councils and advisory boards ensure the representation of immigrants (e.g. Integrations(bei)rat, Migrations(bei)rat, Ausländerbeirat). They usually have an advisory function regarding issues of migration, immigration and integration. They sometimes also hold the rights to petition or to speak at local government meetings.



Websites for more information

Federal Agency for Civic Education
www.bpb.de

Federal Immigration and Integration Council ('Bundeszuwanderungs- und Integrationsbeirat')

www.bzi-bundesintegrationsrat.de

Federal Anti-Discrimination Agency

www.antidiskriminierungsstelle.de/EN/homepage/homepage-node.html



Photo: colourbox.de

Freedom of religion

The Basic Law guarantees the freedom of faith and conscience and the freedom to profess a religious or philosophical creed as well as the undisturbed practice of religion. This also entails that you may have no religion at all.

There is no state religion in Germany. Additionally, the state may not favour or discriminate against any religion.

The two largest religious groups of Germans are Christian and belong to the Catholic or Protestant Church. The third-largest religious community in Germany are Muslims. Other religious denominations in Germany are Jews, Orthodox Christians, Buddhists etc.

German holidays (Sundays, Easter, Christmas) are predominantly rooted in Christian traditions. However, in some states, it is possible to exempt children from school for holidays of other religions.

In Bavaria, religious education is a mandatory subject. However, parents can choose from three variations of the subject: Catholic religious education, Protestant religious education and Ethics, which is non-denominational. You should ask your child's teacher about the specific possibilities and regulations at its school.

Safety

Germany is a relatively safe country. While you should not take any unnecessary risks, you do not have to be overly worried about crime.

Police

The German police are trustworthy and provide reliable assistance. The police patrol on foot, by bike, by car, by motorcycle and sometimes on horseback.

You can call the police free of charge by dialling 110 if you are in an emergency, in an accident or need help. If you have lost your wallet or your bike was stolen, the local police station can help you as well (+49851 95110).

If you are not sure whether you should call or not—remember that it is better to be safe than sorry.



Last bureaucratic
steps before
you leave

De-registration—Abmeldung

When you move out of an apartment and do not move into a new accommodation within Germany, you must notify the Registration Office within two weeks of moving out. De-registration is possible at the earliest one week before moving out and can be done at the responsible Registration Office ('Meldeamt') or online. This applies to both, EU citizens and non-EU citizens. De-registration is mandatory—if you do not de-register properly and want to register as a German resident again at some point in the future, you may have to pay a fine.

Note for non-EU citizens: If your residence permit expires and you did not de-register properly, you are considered an illegal resident of Germany. This is why it is vital that you de-register.

Address

Bürgerbüro Stadt Passau
Altes Rathaus
Rathausplatz 2
94032 Passau
Telefon: +49 (0) 851/396-225
buergerbuero@passau.de

Bürgerbüro Stadt Passau,
Dienstleistungszentrum Passavia
Vornholzstr. 40
94036 Passau
Telefon: +49 (0) 851/396-100 E-
Mail: buergerbuero@passau.de

Termination of contracts

Please be aware that many contracts need to be cancelled months before you leave! Make sure to inform yourself about your rental contract, mobile plan and other contracts and their cancellation periods. Some contracts can additionally only be terminated after you have terminated your rental contract.

Accommodation: Terminating your rental contract

Rental contracts can be either temporary or unlimited. With the first option, the contract ends at a specific date and does not require you to cancel it. However, if you want to move out of the apartment before the agreed date, you must pay the rent until the contract expires. Some landlords might allow you to terminate your contract earlier.

If the rental contract is unlimited (the majority in Germany), you have to terminate the contract in writing. The cancellation period is usually three months before you want to move out. Check the rental agreement to see how the cancellation period is specified. If you move out before the end of this period, you have to continue paying the rent until the end of the cancellation period. **Also, be aware that some contracts in university cities might correspond to the semester terms and can only be cancelled for April or October. Make sure you don't miss the termination deadline!**

Before leaving the apartment, you need to arrange an appointment with the landlord for an inspection of the apartment and so you can hand over the keys. The rooms must be cleaned and all the damages caused by you have to be repaired in order for you to get your deposit back. Moreover, you must inform the landlord

where the deposit should be transferred to. Sometimes, you can state an account in Germany or abroad. The repayment can take up to six weeks after the contract has ended. However, the landlord may keep the deposit for up to six months after you moved out (e.g. if the final statement of operating costs is not yet available).

If you obtained electricity and water from the 'Stadtwerke' Passau, or any other private provider, read the meter, and [de-register](#) and settle your account.

Additionally, do not forget to cancel gas, telephone, Internet, radio and TV licence fees. Your [licence fee](#) can only be cancelled when you have an official documentation for the termination of your rental contract.

More information

Stadtwerke (German only)

www.stadtwerke-passau.de/service/abmeldung.html

Licence fee (German only)

www.rundfunkbeitrag.de/buergerinnen_und_buerger/formulare/abmelden/index_ger.html

Bank

After you have made all outstanding payments for rent, electricity, telephone, Internet, radio and TV licence etc. you can close your bank account. You can do so either online or in person. You will need to inform the bank on what date the account should be cancelled. All the remaining funds can be transferred into another account, which will take as much time to complete as any regular transfer.

Insurances

If you were insured with a German health insurance company — whether private or public — present evidence of your residence de-registration and end the membership. Also cancel your liability insurance and any other insurance contracts you entered into while in Germany. Please note the cancellation periods: many contracts must be cancelled three months in advance!

Tax and pension

If you had an employment contract in Germany, you are required to file a tax return in the following year. You can get information on your social security contributions and entitlement

to a pension from 'Deutsche Rentenversicherung' (DRV; state pension scheme) and from the Federal and State Government Pension Fund ('Versorgungsanstalt des Bundes und der Länder'; VBL). The website 'Deutsche Rentenversicherung' offers useful information on this topic.



More information

Deutsche Rentenversicherung

Information brochures

- ▶ Working in Germany and in non-contracting states
- ▶ Living and working in Europe
- ▶ www.deutsche-rentenversicherung.de/DRV/EN

A large, modern library atrium with a glass skylight, indoor plants, and study tables. The space is bright and open, with a central area filled with various green plants and trees. The lower level is furnished with rows of study tables and chairs, and bookshelves are visible along the walls. The upper level features a glass railing and a walkway. The overall atmosphere is clean, bright, and conducive to study and research.

Special information on research funding in Germany



Funding

We have compiled funding options for your research in Germany below. You can find the target groups and the respective duration of the programme in parentheses. Please check the current conditions and durations of the programmes [online](#).

Alexander von Humboldt Foundation

- Alexander von Humboldt Professorship (Senior Researchers/5 years)
- Fraunhofer-Bessel Research Award (Senior Researchers/6–12 months)
- Friedrich Wilhelm Bessel Research Award (Senior Researchers/6–12 months)
- Georg Forster Research Award (Senior Researchers/6–12 months)
- Georg Forster Research Fellowship (Senior Researchers/Postdocs/Junior Researchers/6–24 months)
- Humboldt Research Award (Senior Researchers/6–12 months)
- Humboldt Research Fellowship (Senior Researchers/Postdocs/Junior Researchers/6–24 months)
- Sofja Kovalevskaja Award (Postdocs/Junior Researchers/5 years)
- Philipp Schwartz Initiative (Postdocs/Junior Researcher/ 24–36 months)

German Research Foundation (DFG)

- Emmy Noether Programme (Postdocs/Junior Professors/6 years)
- Grants to Support the Initiation of International Collaboration for researchers who are working in the German scientific system (Postdocs/maximum of 12 months)
- Heisenberg Programme (Senior Researchers/maximum of 5 years)
- Individual Research Grants up to 6 years
- Support for Early Career Researchers within Collaborative Research Centres

Boehringer Ingelheim Fonds

- PhD Fellowships (PhD Students/2–3.5 years)

European Funding Programmes

- ERC Advanced Grants (Senior Researchers/up to 5 years)
- ERC Consolidator Grants (Senior Researchers/up to 5 years)
- ERC Starting Grants (Postdocs/Junior Researchers/up to 5 years)
- ERC Synergy Grants (Postdocs/Junior Researchers/Senior Researchers/up to 6 years)
- Marie Skłodowska-Curie European Fellowship (Postdocs/Junior Researchers/Senior Researchers/12–24 months)
- Marie Skłodowska-Curie Innovative Training Networks (PhD Students/up to 4 years)

Federal Ministry of Education and Research (BMBF)

- Digital GreenTalents (PhD Students/up to 3 months, Postdocs/Junior Researchers/up to 3 months)

Fraunhofer-Gesellschaft

- Fraunhofer Attract (Postdocs/Junior Researchers/5 years + long-term prospect, Senior Researchers/5 years + long-term prospect)
- Fraunhofer-Bessel Research Award (Senior Researchers/6–12 months)
- Individual Doctoral Projects at Fraunhofer Institutes (PhD Students/3–6 years)

German Academic Exchange Service (DAAD)

- Bilateral Exchange of Academics (University teachers, experienced academics and scientists, with a doctorate and working at a research institute, Senior Researchers/2 weeks to 3 months)
- DLR-DAAD Research Fellowships in the Fields of Space, Aeronautics, Energy and Transportation Research (PhD Students/36 months, Postdocs/Junior Researchers/6–24 months, Senior Researchers/1–3 months)
- Postdoctoral Researchers International Mobility Experience (PRIME) (Postdocs/Junior Researchers/12 months)
- Re-invitation Programme for Former Scholarship Holders (PhD Students/Postdocs/Junior Researchers/Senior Researchers/1–3 months)
- Research Grants—Binationally Supervised Doctoral Degrees (PhD Students/up to 2 years)

- Research Grants—Doctoral Programmes in Germany (PhD Students/up to 4 years)
- Research Grants—One-Year (PhD Students/2–12 months/Postdocs/2–6 months)
- Research Stays for University Academics and Scientists (Senior Researchers/1–3 months)

Helmholtz Association

- Funding of First-Time Appointments of Excellent Women Scientists (Senior Researchers/5 years)
- Funding to Recruit Top-Level International Women Scientists (Senior Researchers/funding of permanent appointments)
- Helmholtz Research Schools and Graduate Schools (PhD Students/3 years + 1 year extension)
- Helmholtz Investigator Groups (Postdocs/Junior Researchers/5 years)

Joint initiative between German universities and research organisations

- Max Planck Schools (PhD Students/5 years)

Leibniz Association

- Individual Doctoral Projects at Leibniz Institutes (PhD Students/2–3 years + extension)
- International Visiting Scholars at Leibniz Institutes (Senior Researchers/depends on host institution)

- Leibniz Graduate Schools and Leibniz ScienceCampi (PhD Students/2–3 years + extension)
- Leibniz Junior Research Groups (Postdocs/Junior Researchers/5 years)
- Leibniz Programme for Women Professors (Senior Researchers/5 years + tenure-track or 5 years with a permanent position)

Max Planck Society

- Individual Doctoral Projects at Max Planck Institutes (PhD Students/3 years + extension)
- International Max Planck Research Schools (PhD Students/3 years)
- International Visiting Researchers at Max Planck Institutes (PhD Students/up to 6 months, Postdocs/Junior Researchers/up to 2 years)
- Lise Meitner Excellence Programme (Postdocs/Junior Researchers/6 years + tenure track)
- Max Planck Grants for Advanced Postdoctoral Training (Postdocs/Junior Researchers/up to 4 years)
- Max Planck Research Group Leader at a Max Planck Institute (Postdocs/Junior Researchers/5 years + extension)

PHD STUDENTS

Students who have a degree or a comparable qualification that entitles them to pursue doctoral study or who are working on a doctorate.

POSTDOCS/JUNIOR RESEARCHERS

Young researchers who hold a doctorate or a qualification that is equivalent to a doctorate.

Volkswagen Foundation

- Freigeist Fellowship (Postdocs/Junior Researchers/5 (+3) years or 6 (+2) years)



More information and funding options:

Association of German Foundations

www.stiftungssuche.de (only in German)

DAAD

www.funding-guide.de

www.phdgermany.de

EURAXESS Germany

www.euraxess.de

European Funding Options

www.kowi.eu

Graduate Centre Universität Passau

www.graduiertenzentrum.uni-passau.de/en/funding-programmes/overview-of-programmes/

Stifterverband

<https://www.deutsches-stiftungszentrum.de/foerderung> (only in German)

SENIOR RESEARCHERS

Researchers who hold a doctorate or a qualification that is equivalent to a doctorate and have (several years of) relevant (research) experience.

FUNDING FOR MIXED TARGET GROUP



Special information
for doctoral
students

Registration with the Welcome Centre

If you plan a research visit or your doctoral studies at the University of Passau, please register first with our MoveOn system and fill in the registration form afterwards.

Enrolment for doctoral students

If you are planning your doctoral studies at the University of Passau, your university degree and final grade have to be equivalent to the German degree and grade necessary for doctoral studies. The overall requirements for doctoral studies can be found in the University's 'Promotionsordnung' (doctoral degree regulations). The faculties' specific requirements for doctoral students can be found in the respective faculty's doctoral degree regulations. Ultimately, the respective dean's offices will decide about your admission. If you are uncertain about the German equivalence of your degree, you can consult the online database 'anabin' in order to get a general idea. You can also consult the University's dean's offices if you have questions regarding your admissibility.

For more information on the admissibility of your degree, visit the anabin database:

 <https://anabin.kmk.org/anabin.html>

Or contact your faculty:

 **Law Faculty**
<https://www.jura.uni-passau.de/en/>

 **School of Business, Economics and Information Systems**
<https://www.wiwi.uni-passau.de/en/>

 **Faculty of Social and Educational Sciences**
www.sobi.uni-passau.de/en/

 **Faculty of Humanities and Cultural Studies**
<https://www.geku.uni-passau.de/en/>

 **Faculty of Computer Science and Mathematics**
<https://www.fim.uni-passau.de/en/>

If you want to or have to enroll, follow these steps:

- ▶ Find a supervisor
- ▶ Look for funding
 - ▮ check funding programmes in Chapter 9
- ▶ Register on the Campus Portal
- ▶ Hand in:
 - ▮ certified copies of your high school diploma and your university diploma
 - ▮ a copy of your passport
 - ▮ proof of German statutory health insurance
 - ▮ receipt for the payment of the semester fee

The student registration office will handle your enrolment. If you have any questions, you can either contact us, or the student registration office (registry@uni-passau.de).

For more orientation and general admission conditions, have a look at the information of our Graduate Centre:

 www.graduiertenzentrum.uni-passau.de/en/information-for-doctoral-candidates-and-graduates





Our mailing list keeps our international researchers updated on current networking events and other relevant topics. Please [subscribe](#) here to our mailing list and newsletter.

Are you on Instagram? Then follow us! [@unipassau.international](#)

Find us online:
<https://www.uni-passau.de/en/welcome-centre>

Image:
colourbox.de
University of Passau

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Impressum

Always here to advise and support you with our individual services

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94032 Passau
Germany

Contact

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www.uni-passau.de/en/welcome-centre



The Welcome Centre was created on an initiative of the StMWK

Bayerisches Staatsministerium für
Wissenschaft und Kunst



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RESEARCHERS IN MOTION

WELCOME
CENTRE
for mobile researchers