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Universität Heidelberg

## Welcome!

First of all: Congratulations and a big welcome to all new doctoral students that are joining HBIGS! We are glad that you will be part of this exciting program and we wish you much success for your time here in Heidelberg.

For your stay here you will first have some administrative steps to follow before settling in to fully concentrate on your research. This brochure is intended to outline the procedure and to help guide you through, one step at a time.

Should you need any additional help along the way, please do not hesitate to contact us:

HBIGS  
Martina Galvan  
Im Neuenheimer Feld 501  
Monday – Friday  
8:00 am – 5:00 pm  
Telephone: +49 (0) 6221 54-6720  
Email: [m.galvan@hbiggs.uni-heidelberg.de](mailto:m.galvan@hbiggs.uni-heidelberg.de)

## Where to begin:

There are several, bureaucratic steps ahead of you upon starting your PhD in Heidelberg, whether you are arriving from a different country, a different university or after having completed your MSc in Heidelberg.

Exhaustive information regarding regulations for entering Germany, admission to the Faculty of Biosciences and matriculation (enrolment as a student) etc., is found on the Graduate Academy's website (the relevant links will be listed for each step below). BUT, since you are already accepted as an HBIGS student (into a structured graduate program), some steps may be altered or skipped all together, so please read through the following guidelines carefully to avoid any unnecessary confusion.



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## **If you are arriving from a different country:**

All information regarding the regulations for entering and living in Germany are found here:

[https://www.graduateacademy.uni-heidelberg.de/promovieren/einreise\\_en.html](https://www.graduateacademy.uni-heidelberg.de/promovieren/einreise_en.html)

Note: Being an HBIGS student means, that you have already been offered a work contract from a supervisor here in Heidelberg. You will need an acceptance letter which is the written confirmation from the University professor that he or she will supervise your doctoral training and dissertation until their completion. You will require this letter to apply for your Visa to enter Germany.

Your prospective supervisor is responsible for issuing this acceptance letter, which generally contains the following information:

- ✓ the full name and birthdate of the doctoral candidate
- ✓ the working title of the planned dissertation
- ✓ the date on which supervision of the doctoral project will begin, including salary grade prospective contract duration (one year)
- ✓ Name of lab group, supervisor, research
- ✓ an explicit declaration that the supervisor will supervise the doctoral candidate with the chosen dissertation topic throughout the duration of his or her doctoral training

Please do not forget to apply for visas for your family members, should they be accompanying you, far enough ahead of time. The application process is different from that for visiting scholars and can, in certain circumstances, take longer. If members of your family would like to be gainfully employed while in Germany, they will probably need a residence permit that allows the permit holder to be employed.



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## Once you are in Germany:

### **Your Registration/admission as a PhD Student at the Faculty of Biosciences (mandatory)**

Once you arrive in Heidelberg and have settled your visa, health insurance and accommodation issues, it is time to prepare your PhD Student registration with the Faculty of Biosciences.

For this step, please do not refer to the Graduate Academy's website for information, *since registering with the Faculty of Biosciences, with HBIGS as your graduate school, is a little different:*

1. you already have a supervisor
2. you do not need a doctoral agreement
3. you do not register with heiDOCS (this will be done automatically by the Faculty *after* your registration)
4. The admission to the Faculty of Biosciences will be undertaken by the HBIGS office.

All the required information and forms are emailed to you by the HBIGS office upon beginning your PhD, but just in case, you can also find them on the website of the Faculty of Biosciences:

<https://www.bio.uni-heidelberg.de/en/study-and-teaching/doctoral-phd-studies/registration>

And yes, to answer the FAQs at this point:

1. You will need the original documents of your Bachelor and Master's degree/ transcript (no PDF's of electronic copies allowed)

**OR**

if applicable: *certified translations* of both certificates and transcripts into either *German or English*

*(Copies of the originals will be made here in the office, during the appointment!)*

2. All forms must have original signatures (no electronic, or scanned signatures), since they are official and legally binding.

You need to submit the **Epigeum "Research Integrity" E-Learning course Certification:**

[https://www.graduateacademy.uni-heidelberg.de/karriere/digitale\\_weiterbildung/e-learning.html](https://www.graduateacademy.uni-heidelberg.de/karriere/digitale_weiterbildung/e-learning.html)

*(This course will require you to login to the University's Moodle platform, for which you will need your "Uni-ID". You will get this from your institute, once you start your PhD. The course is online, done at your own pace/time, free of charge. Please also complete the supplements, completing the entire course, for which you will be mailed a certificate)*

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NOTE: if you have any questions regarding the registration, please contact HBIGS. We are your graduate school and are here to guide you through this process.



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Once you have collected all the necessary documents, have completed/signed the forms, and achieved the Epigeum certificate, we ask you to **make an appointment with the HIBGS office:**

[m.galvan@hbig.uni-heidelberg.de](mailto:m.galvan@hbig.uni-heidelberg.de) or + 49 6221 54-6720

***This should be done within (max) 6 weeks of commencement.***

## **Enrollment/matriculation (Obtaining your Student Card) (mandatory)**

Once you have the letter from the Faculty of Biosciences confirming your admission, you can proceed with the matriculation.

Please refer to the following website, starting with "**Step 5, admission to the University**":

[https://www.graduateacademy.uni-heidelberg.de/promovieren/promotionsbeginn\\_en.html](https://www.graduateacademy.uni-heidelberg.de/promovieren/promotionsbeginn_en.html)

**Note:** since you are accepted as an HBIGS student, your language proficiency has already been checked and approved, so no need for further action in this regard.

**Exception for International PhD students** have the possibility to enroll as a short-term PhD student in order to profit instantaneously from the collegiate benefits. You are not bound to enrollment deadlines. You can benefit from this status for a maximum of two semesters, after which you are required to present the original "letter of admittance" (in German: Annahme als Doktorand) from the Faculty of Biosciences.

## **Finding Accommodation**

As more than 30,000 students in Heidelberg are looking for a roof over their head, it might be both very expensive and hard to find an accommodation. Therefore, it might be a good idea to live outside of the Heidelberg city limits. The rent is usually much cheaper and the "Deutschlandticket" enables you to use the public transportation system at a reduced fare.

Please note that after having moved into a new place, you are obliged to register your new residence **within seven days** at the appropriate Bürgeramt (**local public office**).

Below you will find links to websites where you can search for accommodation:

<https://www.uni-heidelberg.de/university/life/living.html>

[http://www.quoka.de/vermietungen/vermietung-wohnungen/heidelberg/cat\\_21\\_2103\\_ct\\_122712.html](http://www.quoka.de/vermietungen/vermietung-wohnungen/heidelberg/cat_21_2103_ct_122712.html)

<http://www.immonet.de/baden-wuerttemberg/heidelberg-wohnung-mieten.html>



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<https://www.wohngemeinschaft.de>

<http://www.studenten-wg.de/Heidelberg,wg,Altstadt.html>

<http://www.zimmer69.de/de/zeige.php?modus=angebote>

## Short-Term Accommodation

To bridge the gap until your search for permanent accommodation has been successful, you can look for a short-term accommodation.

Please note that after having opted for an offer, **you** have to contact the corresponding landlords and sign the contract. NOTE: HIBGS is not liable, in any form, for any contract you may sign.

**Gästezimmerzentrale -  
Private Accommodation Agency**

<https://www.gaestezimmerzentrale.biz>

**Jugendherberge – Youth Hostel**

<https://www.jugendherberge.de/en/youth-hostels/heidelberg-10/portrait/>

## Long-Term Accommodation

Below you will find the accommodation services offered by Heidelberg University. The employees speak English. The employees of all the others accommodation services are very likely to speak English as well.

## Private Student Residence Halls

**Conrad-Bender-Haus**

<http://www.conradbenderhaus.homepage.t-online.de>

**Student dormitories**

<http://www.graduateacademy.uni-heidelberg.de/leben/wohnheime.html>



## Private Londlords

### **Gasthaus für Akademiker**

Cambridge Court

Apartment for research graduates, lecturers and professors

Rohrbacherstr. 69/1

69115 Heidelberg

Phone: ++49(0)6223/5246

cambridgecourt@gmx.de

<http://www.cambridge-court.de>

## Bank Account

To open a bank account, you will need your passport and an address in Germany.

Since there is no standard handling as far as the fees are concerned, it is advisable to collect offers from several banks in order to compare the different terms and conditions.

Here are the names of some of the main German banks and their Internet addresses.

### **Commerzbank**

<https://www.commerzbank.de>

### **Deutsche Bank**

<https://www.deutsche-bank.de/ms/pc/home.html>

### **Hypo-Vereinsbank**

<https://www.hypovereinsbank.de/hvb/privatkunden>

### **Sparda Bank**

<https://www.sparda-bw.de>

### **Sparkasse Heidelberg ( =Credit Union )**

<https://www.sparkasse-heidelberg.de/de/home.html>

### **Volksbank**

<https://www.heidelberger-volksbank.de/privatkunden.html>



## **Health and Liability Insurance**

Anyone living in Germany is obligated by law to have health insurance coverage. Please refer to the following link for all necessary information:

[https://www.graduateacademy.uni-heidelberg.de/promovieren/versicherungen\\_en.html](https://www.graduateacademy.uni-heidelberg.de/promovieren/versicherungen_en.html)





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## Emergency Numbers

### Kliniken und Notrufnummern / *Clinics and Emergency Numbers*

#### Kliniken in Heidelberg / *Clinics and Hospitals in Heidelberg*

Universitäts-Augenklinik <i>University Eye Clinic</i> Im Neuenheimer Feld 400	56 69 99
Chirurgische Klinik <i>University Surgery</i> Im Neuenheimer Feld 110	56 61 11
Universitäts-Frauenklinik <i>Gynaecological Clinic</i> Voßstraße 9	56 78 56
Hals-, Nasen-Ohren-Klinik <i>Ear, Nose and Throat Clinic</i> Im Neuenheimer Feld 400	56 69 99
Universitäts-Hautklinik <i>Dermatological Clinic</i> Voßstraße 2	56 70 11
Kinderklinik <i>Paediatric Clinic</i> Im Neuenheimer Feld 153	56 23 11
Medizinische Klinik (Ludolf-Krehl-Klinik) Im Neuenheimer Feld 410	56 86 11
Mund-Zahn-Kiefer-Klinik <i>Oral, Dental and Orthodontic Clinic</i> Im Neuenheimer Feld 400	56 69 99
Neurologische Klinik <i>Neurological Clinic</i> Im Neuenheimer Feld 400	56 69 99
Neurochirurgische Klinik <i>Neurosurgery</i> Im Neuenheimer Feld 400	56 69 99
Psychiatrische Universitätsklinik <i>Psychiatric Clinic</i> Voßstraße 2 (Haus 1) u. 4 (Haus 2)	56 44 66
Psychosomatische Klinik <i>Psychosomatic Clinic</i> Thibautstraße 2 und Im Neuenheimer Feld 410	56 58 88 56 87 74
Radiologische Klinik <i>Radiological Clinic</i> Im Neuenheimer Feld 400	56 69 99

Orthopädische Universitätsklinik  
*Orthopaedic Clinic*  
Schlierbacher Landstraße 200a 9 6 5

Urologische Universitätsklinik  
*Urological Clinic*  
Im Neuenheimer Feld 110 56 61 10

Krankenhaus Bethanien (*Hospital*)  
Rohrbacher Straße 149 3 19 0

Klinik St. Elisabeth (*Hospital*)  
Max-Reger-Straße 5-7 4 88 0

Krankenhaus Salem (*Hospital*)  
Zeppelinstraße 11-33 4 83 0

Kurpfalzkrankenhaus SRH (*Hospital*)  
Bonhoefferstr. 5 88 40 10

Rehabilitationsklinik Heidelberg-  
Königstuhl, Kohlhof 8 907 0

St. Josefskrankenhaus (*Hospital*)  
Landhausstraße 25 5 26 0

St. Vincentius-Krankenhaus (*Hospital*)  
Untere Neckarstraße 1-5 91 17 0

Thoraxklinik Heidelberg GmbH  
*Thorax Clinic*  
Amalienstraße 5 3 96 0

### Notdienst / Medical Emergency Service (nachts, am Wochenende / at night, on weekends)

Ärztlicher Bereitschaftsdienst 1 92 92  
Alte Eppelheimerstr. 35

Zahnärztlicher Bereitschaftsdienst 56 73 43  
*Dental emergency service*

### Notrufnummern / Emergency Numbers

Polizei / Police 110

Feuerwehr/ Rettungsleitstelle 112  
*Fire brigade/ Emergency control centre*

Deutsches Rotes Kreuz  
Rudolf-Diesel-Str. 28  
Rettungsdienste/ Krankentransporte  
*Rescue Service* 1 92 22

Giftnotrufzentrale  
*Poison Control Center* 0761/1 92 40

Taxi-Zentrale/Taxi Headquarters 30 20 30



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## Campus Map



**HBIGS Center,  
Im Neuenheimer Feld 501,  
1<sup>st</sup> Floor**