

Student Experience Guide, Dubai

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Welcome to UE: **Who we are**

The University of Europe for Applied Sciences, educates the designers and decision-makers of tomorrow.

The synergy of creativity, entrepreneurial digital thinking, and internationality enriches our faculties and leads to new perspectives in teaching and research. UE empowers you to take a proactive role in harnessing the tools we provide to develop new ways of working, learning, and living that will shape your well-being, and help you contribute as individuals to the betterment of the global community.

You are connected on all our campuses, through international projects, innovative digital learning formats (for example cross-border lectures), or in direct exchanges with international peers from over 90 countries.

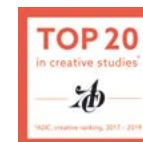


About us

At the University of Europe for Applied Sciences (UE), located in Berlin, Hamburg, Iserlohn, UE Innovation Hub in Potsdam, and Dubai you'll explore new paths. We offer you programmes that prepare you for the demands of tomorrow's job market. Our global network embraces all cultures and continents, and serves as a gateway to an exciting career in a global, digitalised workplace – whether as a manager or in your own company.

We offer courses that combine entrepreneurial, creative, digital and international thinking under one roof – we provide important high demand skills in the contemporary world of work, whether for managers, consultants, entrepreneurs, designers or artists. Take advantage of this interdisciplinary exchange and be inspired.

How others rate us



Studying with us

Our globally-oriented programmes provide you the chance to learn in international classes and cross-border lectures as well as offering you opportunities to work on global projects. Enhance your intercultural skills while studying with students from different countries! Our experienced lecturers provide you with the latest knowledge, keeping you up to date in your chosen field.

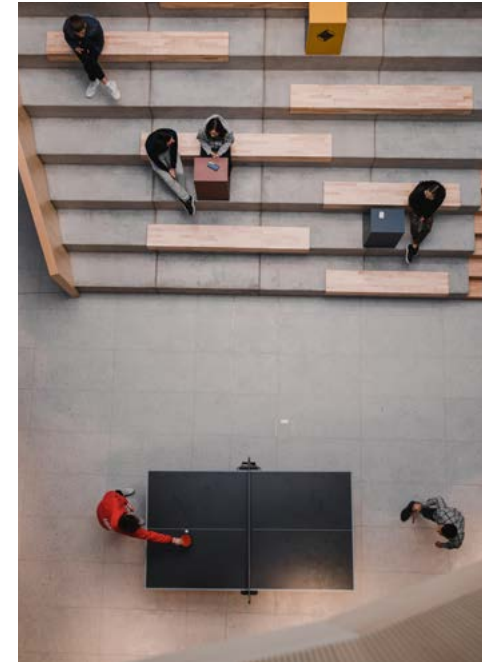
Top quality

German universities offer excellent teaching and research, ranking among the best in the world. You will earn an internationally renowned state-accredited degree, giving you excellent prospects on the global labour market.



Geared to practice

Our UE study programmes link theory and practice to help you develop the competitive advantage you need. You will benefit from the interdisciplinary cooperation of all faculties. You will gain valuable practical experience through your participation in projects with our corporate partners from the worlds of business, media, politics, NGOs, the arts, and culture.



Diversity of experiences

Discover the captivating attractions of Dubai! If you're taking some time off from your studies, there are 1001 ways to explore your new home on campus. Marvel at the impressive Burj Khalifa, stroll through the vibrant gold and spice souks, and relax on the beautiful beaches. Experience desert safaris that promise a touch of adventure and enjoy exceptional restaurants overlooking the Dubai Fountain. Dubai offers a world of unforgettable experiences, from stunning architecture to thrilling adventures.





University
experience

What to expect

Responsibilities

- You are responsible for following your semester schedule.
- You have the freedom and responsibility to manage your time.
- You decide how to participate in co-curricular activities.
- You are expected to take responsibility for what you do or don't do.
- You are responsible for attending classes without being told.

Improvement

- Sources of information must be cited using professional style guidelines such as APA, MLA.
- Finishing a project at the last minute is not an effective practice at university. You need time to check it over before submitting it.
- Mastery is often seen as the ability to apply what you learn to new situations or to solve problems.
- You need to study at least 2–3 hours each week for each class.
- Most course work takes place outside of class through reading, assignments, working with a group or meeting with the instructor.

Grades

- You must learn strategies to overcome challenges in learning. Support is available but you must ask.
- A passing mark for assignments, modules or courses is 50 points out of 100.
- You can graduate only if you earn a CGPA of 4.0 or better.
- You must inform your instructors about absences.
- In case of serious illness or an extended absence, you must inform the University and may consider withdrawing officially.

Assignments

- Exams may cover more material than covered in class. All aspects of a course, including lectures and readings may be on the exam.
- Instructors expect reports, papers and essays to be well structured and to include analysis backed by evidence.
- You can ask questions about assignments.

Classes

- Instructors often teach using PowerPoint slides on the screen.
- Group projects are common and assist you in applied learning, as well as developing critical skills involved in working in teams.
- Attendance is required and very important to your success.

Student support

First year

Ersti week

Did you know that **Ersti** refers to first year students in the German language? This mandatory event is the place for you to learn about key information, make new connections, and find out how to succeed at UE. Taking place the week before classes begin, we offer a variety of sessions to connect you with faculty, staff, and UE professors. You will be introduced to strategies, tools, connections, resources, and advice to ensure your smooth transition into your first semester. You will meet faculty, professional staff, the UE Tech team, career specialists, get answers to your immigration and financial questions, and meet with the faculty experts in your study program on campus.





Student Success Centre

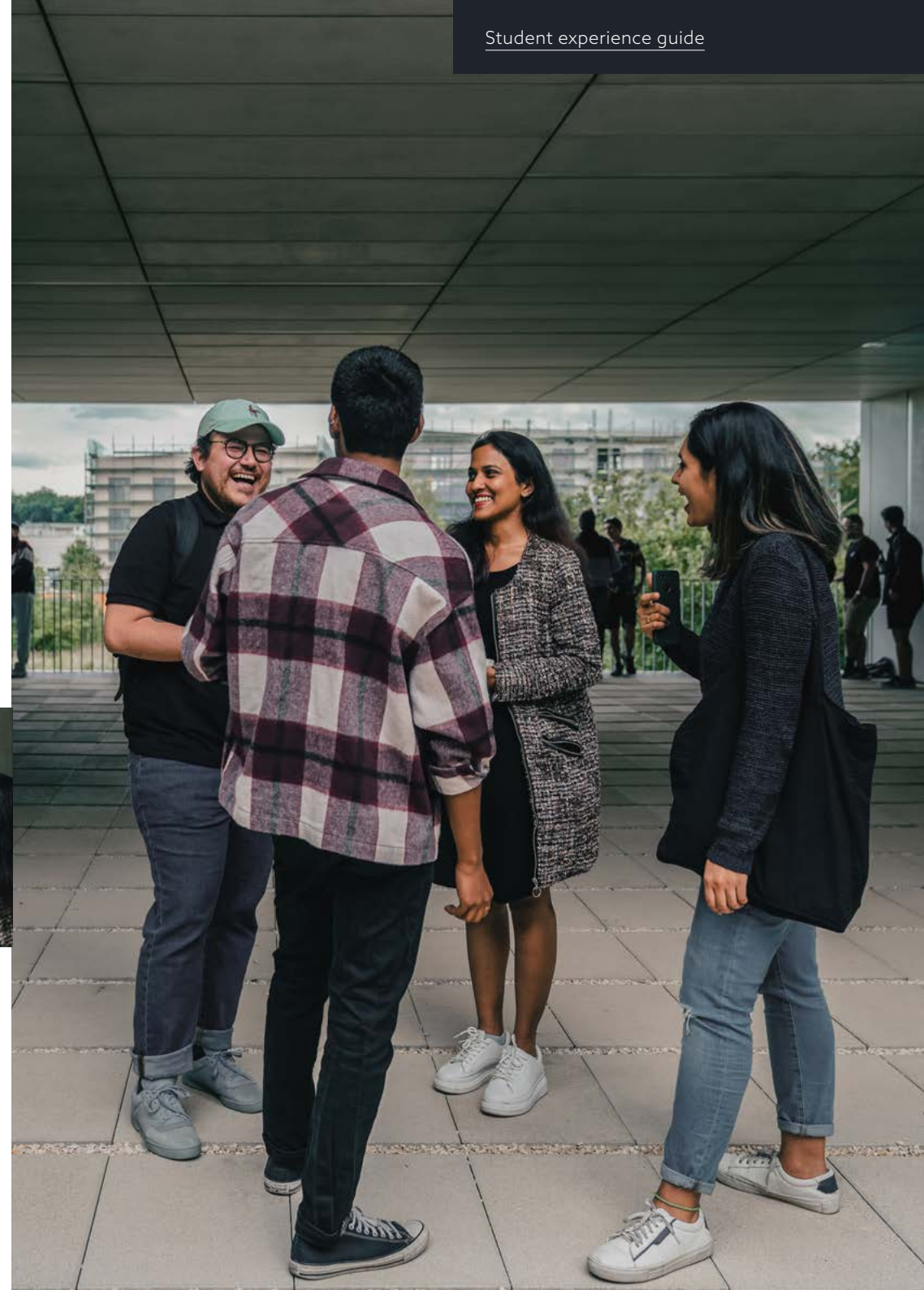
The Student Success Centre is made up of the following academic supports:

- JumpStart micro-credential
- Study skill support & workshops
- Library
- Writing lab
- One-on-one support appointments



Student Hub

Our Student Hub supports you with day-to-day administrative queries. Questions about your enrolment, residence permit, invoice and payment methods, course registration, exams, certificates, student jobs, internships, semesters abroad, as well as IT-related queries can be addressed by our Student Hub Advisors: service.dubai@ue-germany.com



Tips for success

Set goals for yourself

Establish goals for each course, organize your time to include study time. Plan ahead to satisfy your academic assignments. Ask yourself what you want from your education. Recognise and use your strengths. Identify areas you need to improve and learn strategies for improving them.

Academic

Get to know your instructors. They are your greatest resource. Make sure you have a strong academic plan that allows you to achieve your degree in good time. Consult early to ensure you have a good plan.

Career preparation

Begin to prepare for your career in your first semester. Even if you are uncertain about what career you want, start developing your skills and experiences that will build your employability.



Learn skills

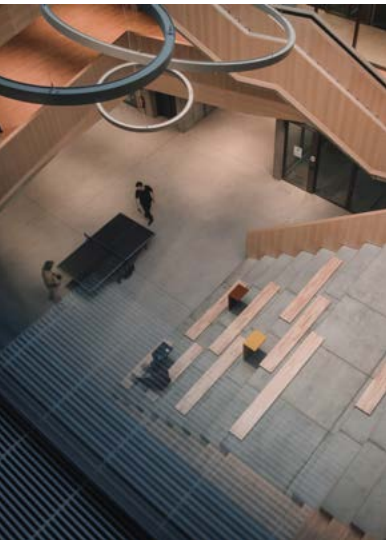
Learn the skills necessary to succeed in your courses especially for those you find challenging. Achieve your goals by taking advantage of the campus learning supports such as the UE Student Success Centre, our JumpStart micro-credential, library workshops, study skill supports, etc. Writing is an important way to show your knowledge of a subject. Seek out the Writing Lab to improve your writing assignments.

Build your brand

There are many opportunities to learn inside and outside of the classroom. Our UE Peer Network Program where you can become a Peer Leader is one example! Getting involved is a very important part of the student experience! It helps you apply your learning to other contexts and develop important skills.

Student involvement

Engaging in campus activities is a very important part of the student experience! Involve yourself in campus life and activities. Making connections with others in events such as First Year Fridays helps you form an important support network. Look for UE Connect online (@yammer.com) and start building your network. Getting involved in co-curricular experiences will assist you in acquiring the soft skills employers now say they value higher than hard skills.



An aerial photograph of Dubai, United Arab Emirates, taken at sunset. The Burj Khalifa, the world's tallest building, stands prominently in the center-right foreground, its spire reaching towards the sky. The city's skyline is illuminated with lights, and the sky is a mix of orange, red, and blue. In the background, a large artificial lake or reservoir is visible, surrounded by more buildings and infrastructure. The overall scene is a vibrant and modern urban landscape.

Dubai campus

Our campus location

Situated in the vibrant core of Dubai's bustling central business and financial hub, within One Central at the Dubai World Trade Centre, the cutting-edge Dubai campus of UE (University of Excellence) stands out with its state-of-the-art digital technology. This establishment offers an unmatched setting that fosters growth and advancement. For more than forty years, the Dubai World Trade Centre has served as the central nexus for business and trade.

The Dubai campus serves as a convergence point for business, art, and culture, where a diverse blend of students and professors hailing from various nations and fields engage in mutual learning. Just a brief five-minute stroll away lies the metro station, conveniently connecting you to Dubai's premier attractions, including the iconic Burj Khalifa.

For more information on the city, you can visit:

<https://www.visitdubai.com/en/>

Campus facilities

On campus cafeteria

Lecture theatre

Classrooms

Student meeting rooms

Auditorium

Library

Amenities nnear the campus

Gym

Cafes

Printing shop

Children's nursery

Education made in Germany

Earn your pathway into Europe! Experience the best of both worlds by gaining a top-quality German education while studying in the heart of one of the fastest-growing cities in the world.

Become a digital pioneer

Our programmes combine Tech, Business and Design, a thrilling combination that will be key for future developments, all of which will enable you to success in Dubai's job market.

Be at the heart of business and trade

The UE Dubai Campus is located in Once Central, part of the Dubai Future District. The largest all-in-one innovation centre in the Middle East. A thriving growth hub where visions and ideas come to life.in Dubai's job market.

An International Network

Our unique combination of students from around the world guarantee diversity and the best learning experience while networking in Dubai. Over 3000 students from 90+ nationalities study at UE.

World-class facilities

Our modern and brand new

state-of-the-art campus features the latest technology and modern amenities to enhance your learning experience.

Industry connections

Dubai is home to a thriving business community. UE's partnerships give you the opportunity to gain real-world experience and build your professional network.

International community

With students from all over the world, Dubai is a truly multicultural environment where you'll be able to learn from and connect with people from diverse backgrounds.

Quality of life

Dubai offers an extremely high quality of life, with a majority expat population that ensures a vibrant and diverse community. Year-round sunshine, stunning architecture, and a booming social scene, Dubai is a city like no other.

Dubai

[du: 'baɪ]

Airport codes: DXB / DWC

Currency: AED (dirham)

Timezone: GMT+4

Official language: Arabic



25.2048° N, 55.2708° E

Population of Dubai

3.5

million people

89% foreigners

residents from 200+ different countries

Burj Khalifa



The tallest building of the world (828m)

4th
most popular destination worldwide

Average highs
34 - 36°C (96°F)

Average lows
19 - 21°C (66°C)

Did you know?
Dubai was mostly a desert 20-25 years ago

Shopping
Dubai mall is one of the largest in the world! It is spread over an area of 1 million square meters.

14
million tourist per year

178
and counting - that's the number of museums that the UAE is currently home to



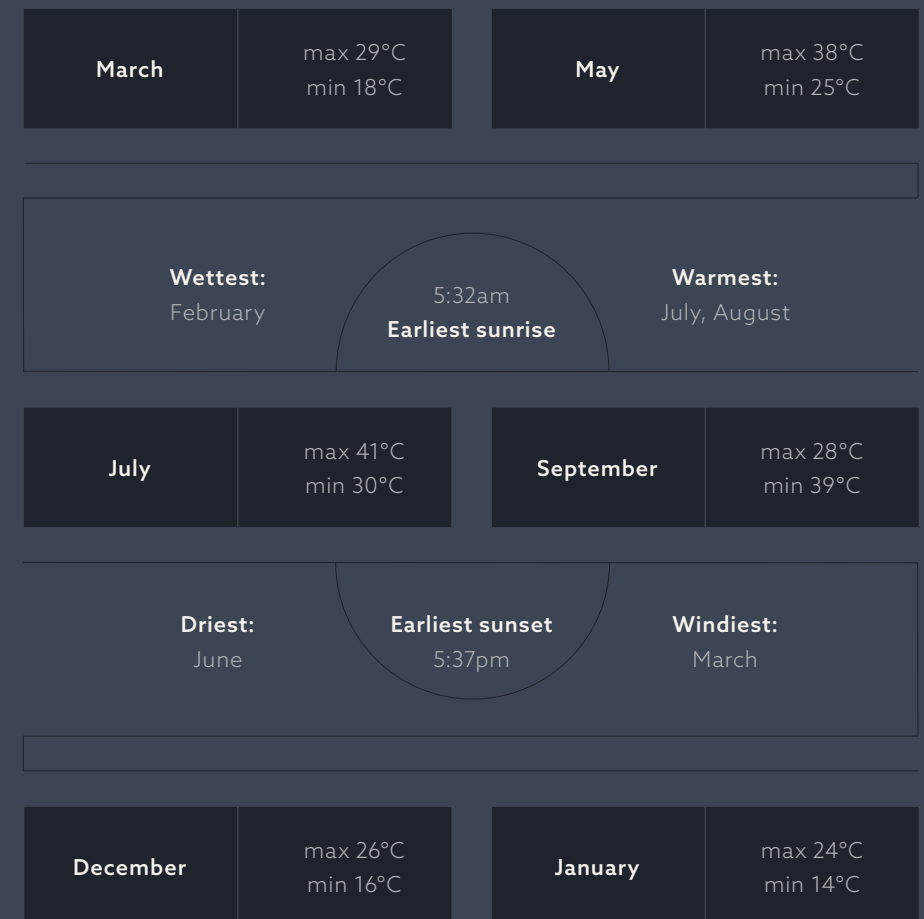
Dubai weather



The UAE has an arid desert climate with only two main seasons, winter and summer separated by two transitional periods, respectively.

The winter season (December to March) has a mean temperature ranging from 16.4°C to 24°C. The first transitional period (April to May) is distinguished by variability and rapid change in weather.

Rainfall is sparse and inconsistent in the UAE. The country averages between 140 – 200 mm of rainfall per year, with some mountainous areas experiencing up to 350 mm/year. The UAE is also prone to occasional, violent dust storms, locally known as shamal winds.



Tourist attractions



The **Burj Khalifa** is a skyscraper in Dubai. Since April 2008, it has been the tallest building in the world, has the most floors in the world and also the highest usable floor.



Burj Al Arab Jumeirah is a luxurious and iconic hotel in Dubai. It is known for its distinctive sail-shaped structure, standing at a height of 321 meters, making it one of the tallest hotels in the world.



The **Dubai Mall** is one of the largest shopping centres in the world in terms of sales area. It is located in the Downtown Dubai district, about 800 metres south of the middle Sheik Zayed Road.



See millions of flowers in exotic displays in bloom at the world's largest flower garden, **Dubai Miracle Garden** in Dubai.



Dubai Aquarium & Underwater Zoo is home to thousands of aquatic animals, comprising over 140 species. Over 400 Sharks and Rays live in 10 million litre tank and a host of other marine species.



Dubai Fountain is the world's tallest performing fountain. At over 900 ft in length – equivalent to over two football pitches – The Dubai Fountain is situated on the 30-acre Burj Lake and performs to a selection of different melodies.



The **Dubai Frame** is an observatory, museum, monument, and largest frame in the world in Zabeel Park, Dubai. The building has a height of 150.24 meters and a width of 95.53 meters.



Ski Dubai is an indoor ski resort with 22,500 square meters of indoor ski area. The park maintains a temperature of -1 degree to 2 degrees Celsius throughout the year.

Find more recommendations:
<https://www.visitdubai.com/en/>

Public transport

The extensive road and public transport network takes you all over the emirate. An inexpensive and often the fastest way to explore the city is Dubai's metro: the ultra-modern trains serve a variety of central points in Dubai and connect the city with the airport - fully automatically and without a driver. The approximately 75-kilometre-long route network consists of a red and a green line. The metro system is complemented by the Palm Monorail, which leads to Palm Jumeirah, and the Dubai Tram, which runs around Dubai Marina.

<https://www.rta.ae/wps/portal/rta/ae/public-transport/Nol-Fares>

The Metro station closest to the university is the World Trade Centre, which is on the Red Line. It is only a few minutes away from campus. Students receive a 50% discount on the nol card for the metro and public transport.

One Central, where the campus is located, has paid parking for those who wish to drive their own vehicle to the university.



Accommodation

Dubai is an affordable destination for students with a range of options to fit any budget. With a cost of living comparable to other major global cities, studying in Dubai is an excellent investment in your future.

Item of expenditure

Rent	AED 2,450 - 4,200
Food	AED 1,500 - 2,500
Electricity, water, AC & internet	Generally included in rent
Public Transportation	AED 100 - 350
Mobile Plan	AED 150
Entertainment	AED 500 - 700

Four student residences are available:

1. Yugo Student Residence

Phone: +971 50 409 0494

Email: dubailand@yugo.com

Website: <https://yugo.com/en-gb/global/united-arab-emirates/dubai/dubailand>

2. DSO Student Residence

Book a virtual meeting: <https://www.dsoa.ae/contact-us-crm>

Website: <https://www.dsoa.ae/explore-dso/live-at-dso/university-residence>

3. The Myriad Hotel

Phone: +971 4 388 0303

Email: info@theymyriad.com

Website: <https://theymyriad.com/>

4. KSK Homes Student Residence and Hotel

Phone: +971 4 584 6558

Email: info@kskhomes.com

Website: <https://kskhomes.com/>

The average cost of living for an international student is 4,750 - 8,000 AED per month including rent.



International students

Prepare for your arrival

Step 1: German Visa

You will most likely be required to obtain a visa to enter Germany. If you have an EU/EFTA nationality, visa regulations do not apply to you. However, most non-EU/EFTA citizens must apply for a student visa. Please check in advance whether a visa is required for you. The Federal Foreign Office offers an overview of visa requirements for Germany: www.auswaertiges-amt.de/de/service/visa-und-aufenthalt/staatenliste-zur-visumpflicht/207820

The visa application process can take several months and therefore we recommend that you make an appointment at the German diplomatic mission closest to you as early as possible. Beware of dubious online service providers who will charge you for making an appointment at these places: www.auswaertiges-amt.de/en/aussenpolitik/laenderinformationen

The type of visa you need is for study/education, listed as a D visa (national visa). The study visa is typically valid for 90 days and can be converted into a long-term residence permit once you have arrived in Germany (more info in the "Shortly after arrival" section). If you are staying in Germany for less than 12 months (e.g. as an exchange student for one semester), you may ask the German diplomatic mission to issue a D visa for the entire duration of your stay. In this case you will not need to go to the Foreigners' Registration / Immigration Office in Germany.

Please note: Do not apply for a Schengen visa (C visa), because this is only valid for a maximum stay of 90 days and cannot be extended or converted into a long-term residence permit.

Step 2: Financial proof

When applying for a visa (and later when applying for your residence permit) you must prove that you have sufficient funding to support yourself during your studies. Visa applicants must prove they have approx. 10,332 EUR (861 EUR/month) available to cover living expenses. It is also required that you prove you have separate funds available to pay tuition. Examples include:

- Commitment declaration by a relative (from the German diplomatic mission)
- Notarized confirmation plus documents certifying your parents' income
- Blocked account
- Scholarship

In many cases, a German blocked bank account is required when applying for a visa. The most common (and visa approved) providers for a blocked account are Coracl, Deutsche Bank, Expatrio, and Fintiba. Please look at the website of the Federal Foreign Office for a list of accepted banks: www.auswaertiges-amt.de/en/einreiseundaufenthalt/02-lernen-und-arbeiten/sperrkonto-seite

Please note that opening a bank account in Germany might take some time. You might need to have an Anmeldung / address registration in Berlin and residence permit beforehand. Try different banks, as regulations might differ. The process of opening a blocked account can take a few weeks and we recommend completing the application early. After your arrival in Germany, you need to make an appointment at the branch of your bank to start using it. Depending on the country, some international students may need to set up a German bank account.



Our partner Fintiba



Save time and open your Sutor Bank blocked account right now with our partner Fintiba. Online and within minutes: www.fintiba.com

Step 3: Health insurance

Health insurance is mandatory in Germany and you will not be able to enrol at the university without sufficient health insurance.

European students

As a European citizen you should have a European Health Insurance Card (EHIC) which is also recognised in Germany. Once you have arrived in Germany, you can get your coverage approved by a statutory/public health insurance provider who will issue an insurance certificate. However, if you intend to take up a part-time job or an internship, German public health insurance is mandatory. Please ask your health insurance provider at home which documents you will need to take with you. If you are moving to Germany for a longer period of time, you might also require the S1 form prior to moving.

More information on the following website:

www.ec.europa.eu/social/home.jsp?langId=en

Non-European students

You can either apply for health insurance with one of the German statutory/public health insurance providers or with a private health insurance provider.

Statutory/public health insurance

German public health insurance at a reduced student rate is only available to students below the age of 30. Moreover, it can only be obtained if you were not previously insured as a student through a private health insurance provider. Students over the age of 30 are not eligible for the reduced student rate. A few exceptions might apply regarding the age limit. You can easily get in touch and/or apply for public health insurance online to ensure coverage from your first day in Germany. In case you still have questions or still need insurance, ask at the Student Hub.



TK www.tk.de/en

Barmer www.barmer.de/en/students

AOK www.en.zuwanderer.aok.de/home

Private health insurance

Depending on your age and length of stay in Germany, you might decide to opt for private health insurance. In this case you will need a waiver, which confirms that you are exempt from compulsory insurance. This waiver can be obtained from any German public health insurance. Please ensure that your private insurance matches the coverage offered by German public health insurance, that it covers the complete length of your stay, and is suitable for studying in Germany.

Important: Once you sign up with a private health insurance provider and get the statutory waiver, you will not be able to change back to a statutory insurance provider for the duration of your academic studies. A private insurance does not cover you as comprehensively as a statutory coverage.

Travel health insurance

Some students prefer to obtain travel insurance that covers them during their first weeks in Germany – this is sufficient coverage while you are in the visa process. The minimum coverage of your travel health insurance must be 30,000 EUR. Please note that you must obtain proper long-term health insurance with either a private or public provider in Germany for enrolment.

Step 4: Financial help

As a private university, we are not funded by the state but by tuition fees. That is why our fees differ from those at a public university. We invest in our students through high-quality equipment, experienced teaching staff, and a constantly growing network.

Scholarships

There are plenty of scholarship offers to study in Germany. Please understand that it is a time-consuming process and might require a lot of paperwork. Make sure to apply on time and submit all required documents. We usually recommend our students to consider local scholarships from your country. Nevertheless, you can look into the following German institutions who accept international students:



Deutscher Akademischer Austauschdienst
www.daad.de/en

Konrad-Adenauer-Stiftung
www.kas.de/web/begabtenfoerderung-undkultur/home

Heinrich-Böll-Stiftung
www.boell.de/en/foundation/scholarships

grant.at
www.grants.at/en

topuniversities
www.topuniversities.com/student-info



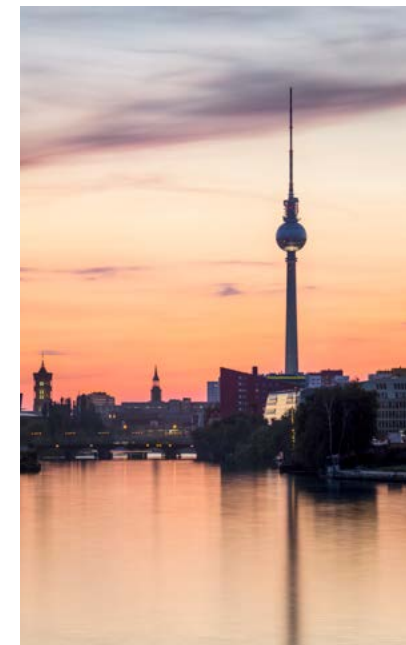
Part-time jobs

As an international student and depending on your country of origin, your visa might permit you to work up to 20 hours per week. With a study visa you can work up to 120 full days or 240 half days per year. A few useful links:

www.jobmensa.de
www.karriere.unicum.de
www.connecticum.de/jobboerse
www.jobteaser.com/en
www.indeed.com
www.glassdoor.de

<https://ue-germany.jobteaser.com>

Students will be expected to register first and will then receive the access data once they have registered with their UE email.



Shortly after arrival

Step 1: Address registration

Within 14 days after your arrival, you must register your address with the local authorities "Bürgeramt". We can help you register when you first arrive. If you don't want us to do it for you or you want to sign up earlier, you can book an appointment via the following website: www.service.berlin.de/dienstleistung/120686

You can register at any 'Bürgeramt' in Berlin. You will need to bring with you:

- Registration document 'Anmeldung bei der Meldebehörde' which you can download at the above website
- Confirmation from your landlord
- Your passport / ID



Step 2: Bank account

Setting up a German bank account might make it easier for you to handle financial matters. For students with a study visa, a bank account is often required in order to show proof of finances when applying for their residence permit. A bank account is mostly free for students. Most banks require an 'Anmeldung' (registration of address) from you, together with a valid passport. The most common banks used by international students are: Santander, Sparkasse, Volksbank, Commerzbank, and Deutsche Bank. Popular online banks are N26, ING and DKB. Search for the bank online to find opening hours, and then make an appointment.

Remember to bring your Passport, UE Enrollment Certificate, and your Anmeldung to your appointment to open your account. When you have set up your account, you will get an EC/debit card to pay in or withdraw money and an online account. The respective bank will guide you through the process.

Step 3: Residence permit

A visa in Germany is for entry into the country and short-term stays only. You will require a residence permit to study if your stay here is for more than 90 days. Residence permits are granted for a specific purpose and students usually apply for a residence permit for study (§16 of the Residence Act). Our International Affairs Office will help you with your application for a residence permit after your arrival in Germany.

Application documents

- Passport
- Copy of your health insurance
- Address registration / Anmeldung
- Tuition fees confirmation payment
- One biometrical passport photo (with name and date of birth on the back side)
- Completed application form „Antrag auf Erteilung eines Aufenthaltstitels“ (only if it is your first application in this city)
- Copy of your enrollment / Immatrikulationsbescheinigung
- Proof of funding (e.g. blocked account, scholarship, bank statement, statement of earnings)
- Blocked account (The blocked account is aimed at foreign students and serves as proof of financial means for a stay in Germany. Proof of funding is one of the main criteria for the student visa.)

The Immigration Office (Ausländerbehörde) in Berlin is now issuing electronic residence permits – eAT (card). This process requires your fingerprints. For more information, please check the website of the Immigration Office (Ausländerbehörde) of your place of study.



Step 4: Liability insurance

The liability insurance (Haftpflichtversicherung) is a form of insurance which can be taken out voluntarily. This covers you in situations where you might accidentally hurt someone or damage someone else's property. This insurance is also required for students who wish to borrow equipment (e.g. laptops, cameras etc.) from the university.

Step 5: Communications

Staying in touch with old friends and family is just as important as finding new contacts in Germany. You need a mobile phone for both that allows you to search online. Most people decide to purchase a prepaid SIM card for the first few weeks after arriving in Germany. Especially if you make lots of international calls, you may decide to purchase a free prepaid SIM that allows cheap international calls. If you intend to stay long-term in Germany, it is advisable to purchase a 2-year mobile phone contract. 2 years may sound like a long commitment, however the majority of Germans have 2-year plans because they are cheaper in the long run, and you given the latest smart phone on top of it.

Prepaid SIM cards

A pre-paid SIM card is convenient and cheap. It usually costs between 10–25 euros a month for internet, texts, and calls.

Blau www.blau.de (order your SIM card online)

Vodafone www.vodafone.de/freikarten/callya

(order one online or buy it on one of the many Vodafone shops around)

Lebara www.mobile.lebara.com/de/en

You can buy a SIM card in shops like LIDL, ALDI, or NETTO. They are usually cheap and simple to use. The SIM card provider will inform you about how to top-up etc. By law, all SIM cards need to be registered online before activation. Foreign addresses are usually not accepted so you will have to use your hotel address or your temporary residence address. Registration may take a few hours and in some cases you will have to sign a verification letter or make a verification at the post office.

Studying in Germany

Broadcasting licence fee

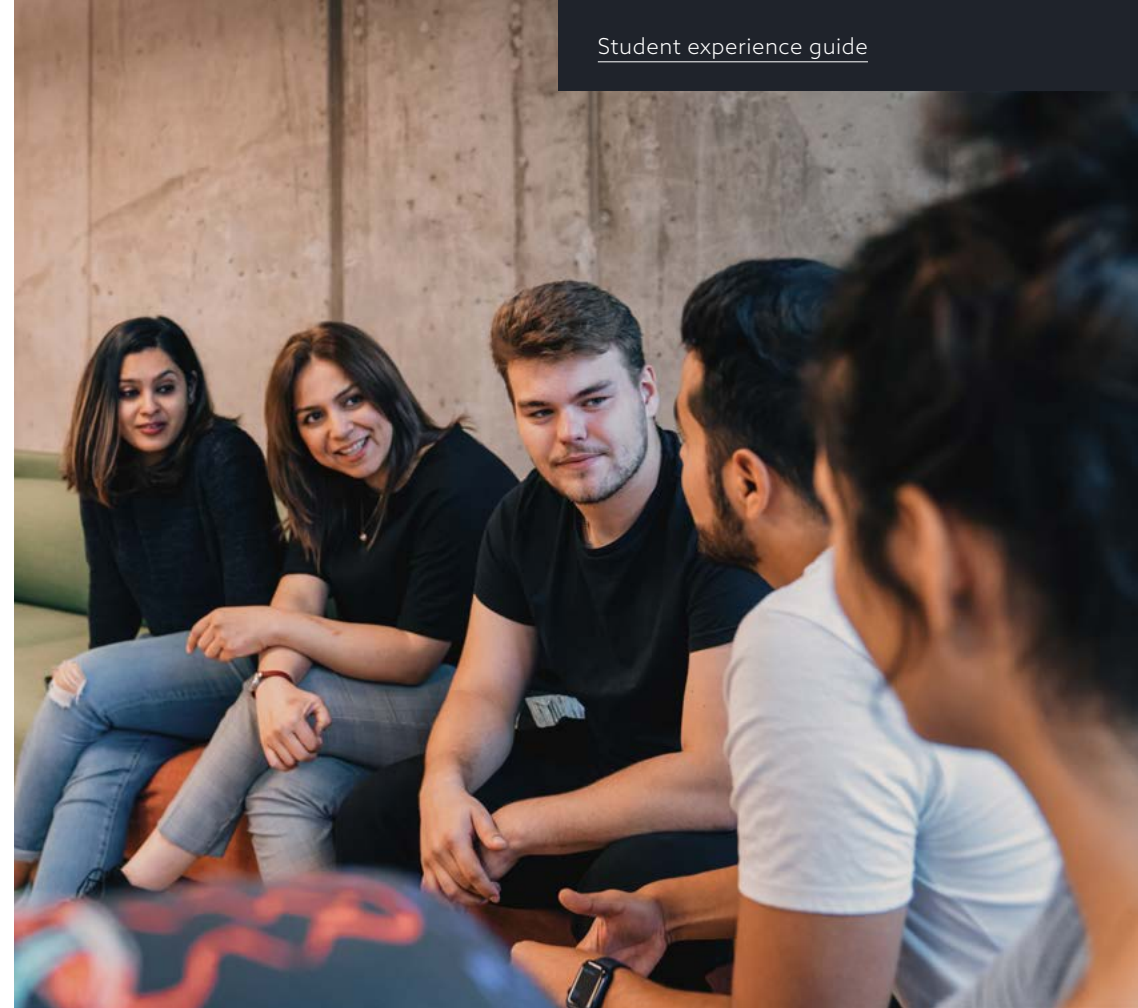
Every household in Germany must pay public broadcasting fees and have a licence fee account. Fees are also referred to as "Rundfunkgebühren" (broadcasting fees), and currently amount to 18,36 EUR per month (as of 2022). This ensures a diversity of programmes available to you on television, radio and online. If you live in a shared flat or with your family, one monthly payment (i.e. one licence fee account) covers the entire household. It is not paid per person, but by each registered apartment/house.

Who must register for a licence account?

Everyone who lives in Germany must pay a monthly fee for this public broadcast. You must pay it regardless of whether you actually have a TV, Internet access, or a radio. Many people think that the monthly fee is high and would prefer not to pay it. If you do not pay your contribution, you will be fined.

To get more information visit:

www.rundfunkbeitrag.de/welcome/englisch/index_ger.html



Social security

In order to be part of the social security system in Germany, you must obtain a social security card with a unique number. You are issued a German social security number issued once in your life. If you have lost your card or number, or you need to apply for a replacement; you can do this by contacting your public health insurance provider or going to the Rentenversicherung. If you want to apply for your German social security number (Sozialversicherungsnummer) you must be registered in Germany.



Tax in Germany

Everyone who is employed or works as a freelancer in Germany must get a Tax ID from the Central Tax Office in Germany. Your employer will ask you to provide them with your Tax ID before your first working day. Applying for your tax ID is very simple. All you have to do is register your address at the local registration office. Based on the information you provide during the registration, the Central Tax Office will send you a letter with your unique tax identification number about one week after you have registered.



Income tax

In Germany, all tax payers are divided into so-called tax brackets (Lohnsteuerklassen) depending on their social situation, the amount of their income, and so on. Your tax bracket will determine the amount of income tax you need to pay in Germany. All taxpayers including expats are divided into the following tax brackets (Lohnsteuerklasse), which determines the amount of income tax you need to pay. If you are in tax bracket 3 or 5, or receive social indemnities, you are obliged to submit an income tax declaration.

Who must fill out the income tax declaration form?

Everyone who works in Germany is eligible to get a tax refund. Expats are obliged to file a tax declaration form, if they are in tax bracket 3 or 5, or if they received indemnities of more than 410 EUR (child benefit, unemployment benefit, etc).

Where to get income tax declaration form?

You can download the tax declaration form online (www.elster.de) or get a print version at your local tax office (Finanzamt). Bear in mind that the form only exists in German.



Find your tax bracket

Tax bracket 1

If you are single, permanently separated, or divorced, then you are in tax bracket 1.

Tax bracket 2

This tax bracket is for single parents who live alone and apply for tax relief.

Tax bracket 3

Employees who are married or in a civil partnership can choose this tax bracket if one of the spouses does not work or earns considerably less than the other. The spouse or partner that earns less income will fall under tax bracket 5. Note that if the two spouses or partners earn about the same amount, tax bracket 4 is the better option.

Tax bracket 4

Married couples/civil partners can apply annually for a factor to be applied. This considers the amount of income tax that is payable together under the income splitting system. Income splitting is a tax policy for fictionally attributing earned income of one spouse to the other spouse for the purposes of assessing personal income tax, thus reducing tax rates paid by the spouse who earns more and increasing rates paid by a spouse who earns less (or nothing).

Tax bracket 5

Jobholders who are married/in a civil partnership are in this tax bracket if their spouse or partner comes under tax bracket 3.

Tax bracket 6

This applies to all those who have a second job or additional income source.

Doctors and emergencies

The following are some typical expat questions regarding doctors and emergencies in Germany. Find out what to do if you feel sick on the weekend and why you have to call the fire department in order to get an ambulance in Germany.

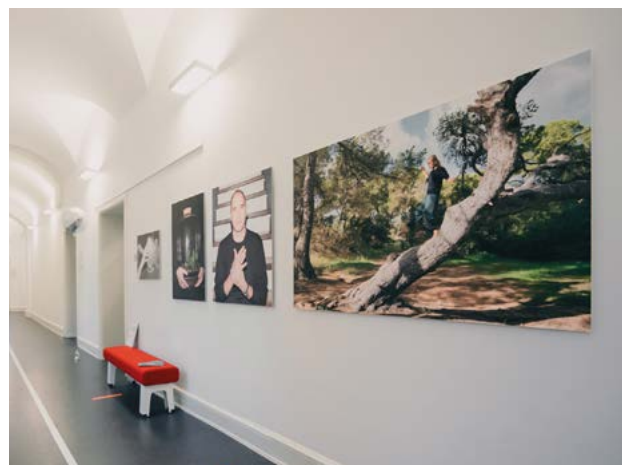


"What if I don't feel well on a Sunday or at night?"

Imagine: It's Sunday and all doctors are at home with their families. Where should you go? You are in urgent need of medical attention during the night or on the weekend? Then you can report to the Ambulanz or Notaufnahme ward (Accident and Emergency Room) at any hospital (Krankenhaus). To find one, just google "Krankenhaus + your city". There may also be weekend or emergency doctors who you can call at night. If it's very urgent call the emergency number 112. If it is not such a serious problem, you can call the nationwide 24-hour contact number 116117.

Mental health

The Berliner Krisendienst provides professional assistance in cases of psycho-social crises and acute mental and psychiatric emergencies. Contact details and information about services is available at the Krisendienst website: www.berliner-krisendienst.de/en



"Emergency! Who do I call?"

Emergency numbers in Germany are 110 (police) and 112 (fire brigade). In Germany you must call the fire department in case of health-related emergencies. They will ask you questions including where you are, what happened, and then forward your information to the nearest hospital. If there is a fire, you don't call the police, but also the fire department.

"My passport has been stolen!"

In case your passport has been stolen or lost, you must do the following:

- Report the theft or loss at the nearest police station. This link gives you the address of the police station in charge of your neighbourhood: www.personalausweisportal.de
- Apply for a new passport at your (country's) embassy: www.embassy-worldwide.com



Lawyers

Contact details for lawyers providing services in English in Germany are available at www.anwalt.de. Enter your city or state in the first search option, and then choose "Englisch" under "Sprache" (language) from the filtering options on the right. Embassies and consulates cannot provide legal advice, recommend individual lawyers, nor pay for legal consultations.

Embassies and diplomatic missions

You will find a list of the embassies and diplomatic missions in Berlin here: www.berlin.de/en/tourism/travel-information/2917712-2862820-embassies-in-berlin.en.html

Electricity and waste

German electrical system

The standard voltage in Germany is 230 V and the frequency is 50 Hz. If the standard voltage in your country is in between 220–240 V, you can use electrical appliances in Germany. If the voltage and frequency for your device is the same as in Germany, then you only need to worry about the physical plug. The small difference between 110V and 120V is supported by most electrical devices (likewise for 220V and 240V). If the voltage for your device is not 220v–240v, then you will need a transformer or converter to convert the voltage.

Giving a device a lower voltage than it was designed for is generally not dangerous, and the device may not work correctly, but no dramatic failure is likely. Giving any device a higher voltage than it was designed for is dangerous and will very likely damage the device. If you put 230 volts into a device designed for 110 it may melt, catch fire, or even explode.

For more information on electricity please refer to:
www.wikitravel.org/en/electrical_systems



Waste sorting

Germany is a highly innovative country in terms of waste separation and recycling, and has one of the highest recycling rates in the world. To protect the environment, you should also sort your household waste.

Glass

Glass bottles (wine, juice, cooking oil, etc.) or any other glass articles must be thrown into the bottle bank. Please do not dispose of any pottery or porcelain articles here. Bottle banks can be found in any district.

Paper

Newspapers, magazines, boxes, paper bags, books, or anything made of paper must be thrown into a paper container. Please do not dispose of dirty paper (e.g. pizza boxes, etc.), laminated carton, or any other paper treated with synthetics (e.g. milk cartons, etc.)

Residual waste

Cold ash, cigars, hygienic paper, dirty paper, and any organic waste must be thrown into the grey bin at your flat or house. Please do not put in special waste like broken electrical devices, batteries, or oil.

For detailed information on waste separation, please look here:
www.bsr.de/die-berliner-stadtreinigung-in-englischer-sprache-26142.php



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