Visitor’s Guide

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1 INTRODUCTION

The Max Planck Institute of Biophysics (MPIBP) in Frankfurt would like to extend a warm welcome to Germany and wishes you all the best during your time here.

This guide provides information you may need before you move to Germany and guidelines about fulfilling necessary formalities at the start of your stay here. We hope it will also help to introduce you to the Institute.

Please note that the colleague who invited you (referred to here as your 'host') is your main contact for all your queries. He or she will introduce you to the department secretary, whom you may of course contact if your host is absent.

This guide includes web links for other useful information. You should also consult the Institute’s website: www.biophys.mpg.de

We appreciate suggestions on how to improve this guide. If there is information here that should be amended or other useful information you think should be included, please let us know.

Silvia Janisch
Paolo Lastrico
Ralf Götz

Max Planck Institute of Biophysics
Max-von-Laue-Straße 3
D-60438 Frankfurt am Main
Germany
2 BEFORE YOU ARRIVE

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

Please visit the website [http://www.auswaertiges-amt.de/EN](http://www.auswaertiges-amt.de/EN) for further details.

2.1 Passport / Visa

Please make sure that your passport is valid for the entire duration of your stay in Germany. If you are staying longer than three months, you need to apply for a Residence Permit (Aufenthaltsgenehmigung). Please note that a tourist visa is not adequate for your stay and work in Germany.

A EU nationals

EU nationals do not require a visa to enter the Federal Republic of Germany. In order to obtain a Residence Permit however, several formalities have to be dealt with (see Section 4) shortly after your arrival, for which you will need your passport. Please note that your Identification Card is not sufficient for this purpose.

B Non-EU nationals

Generally speaking, all other foreigners require a visa for stays in Germany. A visa is not required for semi-annual visits of up to three months for nationals of those countries for which the European Community has abolished the visa requirement.

You will find an overview on current visa requirements here: [http://www.auswaertigesamt.de/EN/EinreiseUndAufenthalt/StaatenlisteVisumpflicht](http://www.auswaertigesamt.de/EN/EinreiseUndAufenthalt/StaatenlisteVisumpflicht)

Please and apply in good time, i.e. 4 months in advance to your nearest Embassy or Consulate with your MPI invitation letter.

If you plan to travel to other EU countries during your stay at the Max Planck Institute, please apply for a ‘multiple entrance visa’. You should note that the German immigration office will not change a visa into a multiple entrance visa, if the embassy or consulate originally issued you with a single entrance visa!
The Federal Foreign Office’s website provides information on applying for visas and on where to find a German Embassy or Consulate in your home country. It also lists the foreign missions in Germany. Please visit:
http://www.auswaertigesamt.de/EN/AAmt/Auslandsvertretungen/Uebersicht

2.2 Student ID
If you are a student, you should obtain an international student ID before leaving your home institution. This can save you money on travel, and with this ID you are often eligible for reduced prices at events such as concerts, opera, exhibitions, etc. in Europe.

2.3 Obtaining official recognition for your academic qualifications (Anerkennung)
The Max Planck Society recognises degrees obtained at non-German universities. However, external organisations including Frankfurt University may require conversion of your qualifications to German equivalents. It is essential to bring along either originals or legally certified copies of documents. For further information please contact your host.

2.4 Other documents
It is also advisable to bring originals, or legally certified copies of the following documents:
- Birth Certificate, for you and all family members coming with you
- Marriage Certificate (if you intend to bring your spouse with you)
Occasionally, the local Residents’ Registration Office (Bürgeramt) does not accept certificates issued in English.

2.5 Health Insurance
In Germany, every person is obliged to have health insurance. Generally, employees are members of a compulsory health insurance scheme. Holders of a fellowship or scholarship should ensure they have adequate health insurance cover. The Max Planck Society has agreements with various insurance companies, which offer insurance cover at a reasonable price. For further information please contact the Institute personnel office Ms Kose (Personnel officer / Room No. B 3.035, 3rd floor), who will help you find a health insurance arrangement as soon as you arrive.
2.6 Shipping personal property from abroad

If you intend to send personal property via container shipping, we recommend you contact the main customs office in Frankfurt for detailed information:

Customs Information Centre at the Hauptzollamt Frankfurt am Main
Hansaallee 141
60320 Frankfurt am Main
Tel.: +49 (0) 69 / 46 99 76 – 0
Fax: +49 (0) 69 / 46 99 76 – 99
E-Mail: info@zoll-infocenter.de

You may wish to ask your shipping company for “door-to-door” shipping to deliver the container to your apartment or house.

2.7 Accommodation

Looking for an apartment…

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

2.7.1 … in the Institute Guest House

You may also rent a guest room at the start of your time in Germany. Note: the directorate decide that you can stay there for four weeks. Please contact the department secretary if you wish to book one. Prices vary according to length of stay:
<table>
<thead>
<tr>
<th>Period</th>
<th>Single room</th>
<th>Double room</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 night</td>
<td>38 €</td>
<td>48 €</td>
</tr>
<tr>
<td>1 week</td>
<td>160 €</td>
<td>180 €</td>
</tr>
<tr>
<td>1 month</td>
<td>480 €</td>
<td>540 €</td>
</tr>
</tbody>
</table>

The prices above are exclusively granted only to the guests of both the Max Planck Institute of Biophysics and Brain Research. Non-Max Planck guests, please enquire.

2.7.2 … Searching for accommodation in the newspapers

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

Many people look at:
http://immobilien.faz.net/
This is the website of the Frankfurter Allgemeine Zeitung (in German only). It lists apartments and houses both for sale and to rent. Accommodation is usually offered through an estate agent, who will show you any flat or house you might be interested in. If you agree to take one of these, the agent will ask for a fee of about 2 - 3 month’s rent. Here also, the cautionary deposit is usually the equivalent of 3 month’s rent.

2.7.3 … on the Internet

If you prefer to search the Internet by yourself here are some useful links:
http://www.immobilienscout24.de
http://www.immonet.de/
http://www.city-mitwohnzentrale.de/
http://frankfurt.homecompany.de/
http://immobilien.kalaydo.de/hessen/frankfurt-am-main.html
2.7.4 Alternative options:

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

http://www.studentenwerkfrankfurt.de/index.php?id=93&L=1

Some websites are only in German, but most people you contact will understand English. There are no upfront fees for renting a room in a WG, however you should expect to pay a cautionary deposit, usually the equivalent of 3 month's rent.

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

http://www.mitwohnzentrale.de

Student areas in Frankfurt are:
Bockenheim, Bornheim, Roedelheim and Nordend.

Close to the Institute you will find pleasant areas in Niederursel, Eschersheim, Hedderheim, Hausen, Ginnheim as well as the small villages to the north of the Institute.
Before you decide to move to the area Nordweststadt, which is close to the Institute, first check out whether the neighbourhood is to your liking.
2.7.6 Useful Terminology

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

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

Furnished, part furnished or unfurnished? (*Möbliert / teil möbliert, unmöbliert*)
In Germany you can rent furnished, partly furnished or empty flats.
Empty flats can be really empty: sometimes they do not have curtains, lights or even kitchen fittings – often there will simply be wires hanging out of ceiling and/or pipes coming out of the wall.
Partly furnished rooms have at least some furniture and kitchen fittings. Apartments are rarely offered with furniture, whereas single rooms or rooms in dormitories (student halls of residence) are generally furnished.

Below are some abbreviations and terminology, useful for deciphering the accommodation small ads:

2Zi. -Whg *Zweizimmerwohnung* An apartment (*Wohnung*) consisting of two rooms, plus kitchen & bathroom
5ZKDB 5 *Zimmer, Küche, Diele, Bad*: 5 rooms, kitchen, corridor, bathroom
AB *Altbau*: An older building, sometimes with high ceilings and thick walls, but not necessarily offering wifi, high-speed Internet etc.
ab from (+date): the date the apartment becomes available
Bad *bathroom*
Bk *Balkon*: balcony
EBK *Einbauküche*: kitchen with built-in cabinets, an oven, and a sink – it’s probably useful! Sometimes the outgoing tenant will ask you to pay an extra sum to take over an existing built-in kitchen.
EG, 1.OG, 2.OG, etc. …DG Ground floor, first floor, second floor… top floor (*DG = Dachgeschoss*)
1. Etage
1st Floor, (or 2. Etage, 3. Etage, etc.) indicates the floor on which the apartment is located

Etagenanzahl
Numbers of floors in the whole building

G-WC
Gäste WC: separate (guest) toilet

IMM/RDM
Immobilienmakler and Ring Deutscher Makler (estate agent / Association of German Real Estate Agents): This often means you have to pay a fee of up to two months rent on conclusion of the lease

inkl.
inklusive: includes all costs (see ‘warm or kalt?’ above)

Kaut.
Kaution: deposit to be paid upfront, or security/caution money

k./KM
kalt, Kaltmiete: (see ‘warm or kalt?’ above)

KN
Kochnische: small kitchen, often with fridge, oven and sink

komplett
includes all costs (see inkl.)

Küche
kitchen

Maisonette
an apartment stretching over more than one floor

Maklergebühr
A fee you have to pay an agent for finding you an apartment (see IMM/RDM above)

NK
Nebenkosten: (see ‘warm or kalt?’ above)

NMM
Nettomonatsmiete: monthly rent, not including additional costs for heating, electricity etc. (ohne Nebenkosten)

NR
Nichtraucher: smoking is often forbidden in WGs (see below)

Parkett
wooden floor

Prov.
Provision: an amount that you pay to the estate agent when you rent the apartment/ house. At present most apartments are provisionsfrei: i.e. they are rented without Provision

ruhig
quiet

saniert
renovated (by contrast, some Altbau or older apartments/houses may not be fully renovated)

so.
sofort: immediately

TG
Tiefgarage: underground car parking

Wfl
Wohnfläche: floor space, measured in square meters. Note that for attic (Dachgeschoss) apartments with sloping walls, German law requires that only the floor space with a headroom of 1.5m or more is included in the total floor area, so such an apartment can often include space below 1.5m, making it optically larger than the given sq.m. figure indicates.

w./WM
warm, (see Warm or kalt? above): the total rent, including heating (usually an estimated cost) and all other Nebenkosten. Where heating/electricity costs are metered individually for each apartment, a supplement sometimes has to be paid, depending on actual usage.

WG
Wohngemeinschaft: a shared apartment; a room-mate/flat-mate situation

ZH
Zentralheizung: central heating
2.8 Salary and taxes
Fellowships and grants are usually tax-free. The grant is intended to cover your living expenses and is not paid in return for any scientific activity. By accepting the grant, you do not become an employee of the Max Planck Society. The grant is not subject to income tax or to social security deductions.

If you receive a contract of employment, your income is subject to tax and social security deductions. Your gross income depends on your position (post-doc, doctoral student, etc.), and the funding source. The final net income varies according to the tax rate. The tax rate depends on the marital status. Normally between 35% and 55% of your salary will be deducted in tax and social security. Please ask the Institute’s personnel department for detailed information.

Value Added Tax (VAT)
German value added tax (Mehrwertsteuer or MwSt.) currently stands at 19%.

2.9 Miscellaneous: Food
The Institute bistro is situated on the ground floor opposite the Library and is open from 08.00 - 13.30. It serves both breakfast and lunch during the week.

The Riedbergzentrum situated close to the Institute, houses many shops and supermarkets (e.g. Rewe, Aldi) for groceries, as well as restaurants and bars. Shops and supermarkets are generally open from 09.00 until 20.00 on working days. Some start even earlier (at 07.00) and / or close later (21.00 / 22.00).

Please note all shops are closed on Sundays and on official holidays!
3 TRAVEL DIRECTIONS

The Institute is located on the northern outskirts of Frankfurt

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

For further information see also: http://www.rmv.de/
Arriving by public transport from the airport:
Take the S-Bahn (S8 or S9 direction Hanau) and get off at Hauptwache (5 stops ~10 minutes). Transfer to the U8 (direction Riedberg) and get off at the last but one stop: Uni Campus Riedberg (14 stops).
Walking from the U8 Uni Campus Riedberg U-Bahn station to the MPI:
Continuing in the direction you came, walk to the end of the station platform. Turn right at the first road, which leads downhill to Max-von-Laue-Straße. Cross this road and turn immediately right, following the MIBP laboratory building on your left to the end, where you will find the Institute’s main entrance on your left. The walk from the station takes ca. 5 minutes.
Total travel time: ~ 1 hour.
By taxi: ~ 35 minutes (Cost: approx. 40 €)

Arriving by public transport from Frankfurt’s main station: FRANKFURT am MAIN (Hauptbahnhof)
Leaving the train, walk towards the middle of Frankfurt station, past the Information stand and you will find yourself in the main entrance hall. Before the exit to the city on the far side of the hall, take the escalator/stairs down one level. Immediately on the left you will see another escalator leading to the underground platform for the U4 and U5 underground trains.
Take either the U4 (in the direction of Enkheim) or U5 (direction: Preungesheim) and travel one stop to Willy-Brandt-Platz. Change here onto the U8 and travel 15 stops. Get off at Uni Campus Riedberg. (For directions to the Institute from the U-Bahn station, see above)
Total travel time: ~ 45 minutes.
By taxi: ~ 25 minutes (Cost: approx. 25 €)

Arriving by car:
From the South: (Frankfurter Kreuz)
→ A5 direction Kassel/Hannover, exit Nordwestkreuz Frankfurt
→ A66 direction Frankfurt-Miquelallee, exit Nordweststadt/Eschersheim, direction Oberursel/Nordweststadt
→ exit Universität/Mertonviertel (Marie-Curie-Straße). At the first traffic light turn left uphill, following signs to Universität/FIZ/Max-Planck-Institut. At the roundabout take the 3rd exit (Max-von-Laue-Strasse) and drive past the red brick physics institute to the MPI.
From the West: (Köln)
→ A3 exit Wiesbaden Kreuz
→ A66 direction Frankfurt-Miquelallee, exit Nordweststadt/Eschersheim, direction Oberursel/Nordweststadt, then follow directions above.

From the North: (Kassel)
→ A5 direction Basel, exit Bad Homburger Kreuz
→ A661 direction Frankfurt Ost/Offenbach
→ exit Hedernheim/Riedberg/Mertonviertel; turn right uphill at the second traffic light towards Universität/Max-Planck-Institut/FIZ, then follow directions above.

From the East: (Würzburg)
→ A3 direction Köln, exit Offenbacher Kreuz
→ A661 direction Frankfurt/Bad Homburg
→ exit Hedernheim/Riedberg/Mertonviertel, then follow directions above.

Note for first time visitors: There are a few parking spaces next to the main entrance to the west of the building. If you are staying at the Institute for more than a temporary period, you will be given a key card allowing you access to the Institute's main car park on the south of the building. See also “http://www.biophys.mpg.de/en/contact/how-to-reach-us.html” of the Institute’s web pages.
4 GETTING SETTLED

4.1 Information for your first day at the Institute
You will be shown around the Institute by your host or one of your lab colleagues and introduced to the service departments and Institute staff. Additionally, you will receive an “Employee Entrance Form” from the secretary of your department or from Ms Ingrid Janner (Room No. B 3.025, 3rd floor). This is needed to obtain a keycard for the Institute, access to your computer account, Safety first, etc.

4.2 Visiting researcher’s liaison
At the Institute, your contact person is Ms Silvia Janisch (Room No. B 3.065, 3rd floor). If you have any queries about your stay, please contact also your department secretary.

Ms Janisch will offer support on:
- Forms for Foreigner’s Registration
- Visa application
- Banking, electricity / heating providers, finding a doctor

Ms Janisch’s office also offers general information about the Institute as well as brochures on public transport, the city of Frankfurt, etc.

IMPRS – International Max Planck Research School
If you are a member of IMPRS, the coordinator, Dr. Janet Vonck, will take care of all your questions regarding the IMPRS programme. For information on IMPRS please see: http://www.biophys.mpg.de/en/imprs.html

In addition, every department has a PhD representative, who is a doctoral student elected for one year. The PhD representative welcomes every new PhD, introduces him/her to all PhD relevant issues at the Institute and acts as a contact person for doctoral students.

4.3 Residence Permit / Registration
When living in Germany, you are obliged to register with the resident’s registration office (Einwohnermeldeamt) within the first week after your arrival. German regulations require registration of everyone who changes residence within Germany so you also have to inform the office whenever you change address, as well as when you finally leave Germany (de-registration).
To register you need your passport plus proof of accommodation (i.e. the apartment letting contract or, failing that, your landlord’s contact details). You will then receive a copy of your registration certificate (Meldebescheinigung).

You can download and directly fill out the registration form at http://www.frankfurt.de/sixcms/media.php/1335/Anmelde-Formular_2012-05-29.pdf

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

The closest office to the Institute is the Bürgeramt at the Nordwestzentrum,
Bürgeramt, Nidaforum 5, 60439 Frankfurt am Main
Hotline for questions 069 / 21242294 - Fax: 069 / 21239886

**Opening hours**
- Monday, 09:00 - 18:00
- Tuesday, 07:30 - 13:30
- Wednesday, 07:30 - 13:30
- Thursday, 09:00 - 18:00
- Friday 07:30 - 13:00

http://www.heddernheim.de/Buergeramt

**4.4 Foreigners’ Registration / Visa application**

Ms Janisch will - if possible - accompany you to the visa office. Please contact her well in advance to arrange a convenient time.

The following documents are required:

- **A completed application form** (obtainable through Ms Silvia Janisch / Administration / Room No. B 3.065, 3rd floor)
- **A Biometric photo** (please get in touch with Mr Paolo Lastrico / Graphics / Room B 3.095, 3rd floor)
- **Your passport + current visa** (in original and copy)
- **Health Insurance** (in original and copy)
- **Your contract of employment** (in original and copy)
- **A certificate (Bescheinigung) from the Institute Personnel Office** (Ms M. Kose / Personnel Officer / Room B 3.035, 3rd floor, in original and copy)
- **The last three monthly salary statements** (in original and copy)
- **Accommodation contract** (in original and copy)
Ms Janisch will arrange an appointment at the visa office (Ausländerbehörde Ordnungsamt). With all your necessary documentation in original and copy you should receive your visa the same day. If you are not a student you will have to pay a fee (approx. Euro 50 – 180) for the visa. The charge depends on the duration of your employment contract.

Ausländerbehörde Ordnungsamt
Kleyerstr. 86
60326 Frankfurt am Main
Hotline: +49 (0) 69 212 42485
Fax: +49 (0) 69 212 42216
E-Mail: auslaenderbehoerde@stadt-frankfurt.de

Opening hours
Monday 08:00 - 13:00
Tuesday closed
Wednesday 07:30 - 15:00
Thursday 13:00 - 18:00
Friday 07:30 - 14:00

For information about working in Frankfurt see:
http://www.frankfurt.de/sixcms/detail.php?id=stadtfrankfurt_eval01.c.125042.de&_ffmpar[_id_inhalt]=54827

4.5 Driving licence

Note: A driver’s license issued by a non-EU country is valid only for the first 6 months of your stay in Germany and then has to be converted to a German license. You should apply for the conversion of your licence with the correct documentation in good time before this period runs out.

For further details please refer to:
http://www.frankfurt.de/sixcms/detail.php?id=703665&_ffmpar%5B_id_inhalt%5D=4970070

The department responsible for driving licences in Frankfurt is:
Ordnungsamt: Servicezentrum Rund ums Auto - Führerscheinstelle
Am Römerhof 19
60486 Frankfurt am Main
Hotline +49 (0) 69 212 42334
Fax: +49 (0) 69 212 43230
E-Mail: fuehrerscheinstelle@stadt-frankfurt.de
Opening hours
Monday 08:00 - 13:00
Tuesday 07:30 - 13:00
Wednesday 07:30 - 13:00
Thursday 07:30 - 18:00
Friday 07:30 - 13:00

4.6 Banking, Mail, Telephone, Internet, Electricity

4.6.1 Money
In Germany it is still common to pay cash for small sums of money in department stores, clothes shops and restaurants. Credit cards or EC-cards are generally accepted.
If you are planning to stay more than 2 months, you will probably want to open a current account (Girokonto) at a bank as soon as possible. Your salary or grant will be transferred to it and it is easier to transfer regular payments such as rent and electricity.
If you have frequent payments from or to your bank account in your home country, ask your home bank whether it works together with a bank in Germany. This could save both costs and time in transferring money to the bank abroad.

Close to the Institute, at the Riedbergzentrum, there is a Frankfurter Sparkasse.
At the “Nordwestzentrum” you will find a Deutsche Bank.
The employees of both these banks speak English.
To open a bank account please contact Ms Silvia Janisch (# 4508)
(silvia.janisch@vw.biophys.mpg.de).

Please note: Some banks levy charges for holding an account.

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

EC-card / electronic cash: Once you have opened a current account, you can order an EC-card from your bank. The card works like a credit card with the same advantages and risks. If you lose your EC-card, contact your bank as soon as possible or cancel the EC-card/credit card (Tel: 116 116), reachable 24/7.
4.6.3 Mail
Please consult www.deutschepost.de for information about post offices, mailing, charges and German postcodes. The website is also in English.

4.6.4 Public Telephones
You can call any number in Germany or abroad from any public telephone box. However, in some countries there is no direct dialling, so you have to call an operator first at 0010 and ask for a connection. In most public telephone boxes it is also possible to be rung back, there should be a number on the phone or above it. However payphones have become fairly rare in Germany. Most public phones are now card-phones. You can buy a phone card at post offices or newspaper stands.

Useful telephone numbers.
National Inquiries: 11880 or 118333
The English Language Service can be reached by dialling 11837
For international inquiries dial 11834

4.6.5 Private Telephones / Internet access
There are a variety of telecommunications companies offering different rates. For information about DSL (high-speed-access) providers visit the websites:
http://www.dslweb.de/
http://www.verivox.de/

In most cases people register with Deutsche Telekom. You will have to show your passport. The nearest Telekom Services Centre is “T-Punkt” at the Nordwestzentrum, Nidacorso 8, Nordwest Zentrum (Laden 51B), 60439 Frankfurt am Main.
http://www.telekom.de
Other providers:
http://www.unitymedia.de/
http://www.1und1.de/
http://www.o2online.de/
4.6.6 Electricity / Power Supply

You can register with the local provider Mainova, via the Internet at http://www.mainova.de/privatkunden/index.jsp.

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

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

4.7 Public Transport

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

Ms Janisch’s office has local bus and train timetables and maps of the local transport system. Brochures about how the (complicated!) ticket machines function entitled: “How it works in Frankfurt” and are also available in Ms Janisch’s office.

http://www.rmv.de/ provides information on local transport in Frankfurt.
http://www.bahn.de/p/view/index.shtml has train schedules covering the whole of Germany.

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

On buses, trams or tubes, you can buy a single ticket. They are sold at ticket machines at the tube / tram stations or buy it from the bus driver. However, it is often cheaper to buy multi-journey-tickets or even a weekly or a monthly ticket at one of the RMV service centres.

Main RMV Mobility Centre:
RMV-Mobilitätszentrale Frankfurt Hauptwache Verkehrsinsel
An der Hauptwache,
Zeil 129
60313 Frankfurt am Main

E-Mail: beratung@trafirq.de
http://www.trafirq.de/
Common tickets terminology

Einzelfahrt = ticket valid for one trip
Tageskarte = ticket valid all day long
Wochenkarte / 7Tageskarte = is valid for a whole week and costs about as much as 5 tickets would
Monatskarte = is valid for entire current calendar month or 30 days
Jahreskarte = is valid for one year and costs about as much as 10 monthly tickets

4.8 German language courses

Language is the key to the culture of a country. To help you to feel more at home in Germany, the Max Planck Institute offers German courses, one for beginners and one for advanced persons. Please contact Mrs. Monika Hobrack (Assistant to Prof. Dr. Kühlbrandt, Room No. B 1.095, 1st floor) for further information.

4.9 Daycare and Kindergarten

Daycare facilities take children between the ages of 3 months and 3 years. Kindergartens take children aged 3 to 6 years. Child-minders, who look after your child on an individual basis, can be found through newspapers advertisements or the youth welfare office (Jugendamt). The local youth welfare office will provide you with information on kindergarten and other child-minding facilities for younger and older children in the vicinity. Please visit: http://www.frankfurt.de/sixcms/detail.php?id=2983

All Max Planck Institute staff members have access to daycare facilities on the Riedberg campus. The Max Planck Society offers a family service to support parents and offer advice in finding an appropriate solution for childcare. See http://www.familienservice.com/ For more information please contact Brigitte Holfelder (# 3020, Room No. B 1.015) or Brigitte.Holfelder@biophys.mpg.de

For further information, tips and practical hints please see the EURAXESS Germany website: http://www.euraxess.de/portal/kindergaerten_in.html
4.10 Schools
Finding a school for your children aged 6 - 18 years is not a problem. Generally, where you live determines which school your children to go. The school year begins after the summer holidays, any time between from July to September, depending on the federal state. Attendance at state-run schools in Germany is free of charge. There are only a very few private or international fee-paying schools. 
In a German school, lessons are held in German. That is undoubtedly the quickest way for your child to learn the language.
5 TELEPHONE NUMBERS

5.1 Institute’s Important telephone numbers

Max Planck Institute of Biophysics ................................................................. 069 – 6303 - 0
Reception desk at the main entrance .......................................................... 4550
Chief Operating Officer: Ralf Götz .............................................................. 4500
Personnel Office: Magdalena Kose .............................................................. 4503
Health and Safety officer: Rainer Thiel ....................................................... 4540
International Office/Guesthouse contact: Silvia Janisch .......................... 4508
First Aider / Emergency call ........................................................................ 1111
Workers Council .......................................................................................... 4519
Chairman of the Workers Council: Christiane Kalmbach ......................... 4616
Works Doctor: Dr. Hinz ................................................................................ 4575
Note: Please make an appointment with Ms Ingrid Janner ......................... 4501
before you see the Doctor!
Head of Procurement Department &
Materials Administration/Logistics Management: Philipp Marquedant ........ 4513
Receiving Office: Hans-Peter Rinkart ......................................................... 4572
IT: Andreas Schindler .................................................................................. 4555
Library: Rosemarie Schmidtell, Solveigh McCormack ............................... 4530
Bistro: Frank Klemer ................................................................................... 4531
Graphics: Paolo Lastrico .............................................................................. 4512
Helga Husmann ............................................................................................ 4510
House technician: Hans Jansen .................................................................... 4520
Department of Molecular Membrane Biology, Secretary: Solveigh McCormack .... 1001
Department of Biophysical Chemistry, Secretary: Heidi Bergemann ........... 2001
Department of Structural Biology, Secretary: Monika Hobrack ................ 3001
Department of Theoretical Biophysics, Secretary: Carmen Ortiz Cantos .... 1501
Max Planck Research Unit for Neurogenetics ............................................. 4000

5.2 Emergency Telephone numbers in Germany

Police ............................................................................................................ 110
Fire Department .......................................................................................... 112
Emergency Ambulance .............................................................................. 112