

# ARRIVALS GUIDE

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# 2024





# ABOUT THIS GUIDE

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Congratulations on your acceptance to Macromedia University. Now you can get ready for life as a student in Germany.

## **FIRST, relax!**

It is natural to feel nervous when getting ready to leave home. This quick guide will help you to prepare for your journey to Germany. Entering a new environment can be difficult. Remember to go easy on yourself and give yourself time to settle into your new surroundings, new city and new people.

## **If you need help**

We are here to support you in your studies. Please refer to the *Key Contacts* page for details.

# GETTING READY

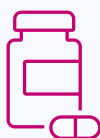
A few things you may need to arrange before you depart



## Valid visa and passport

You must bring your passport with a valid student visa to enter Germany. Some nationalities are allowed to enter without a visa. Please check early which visa you will need, as the visa process can be lengthy.

Please see the [website](#) of the Federal Foreign Office for official information on the visa regulations and processes.



## Health and medication

Before you leave you should go to your doctor and dentist to get checked. You can bring a doctor's note or a summary of your medical history and pass them to your new doctor here.

Don't forget to bring any medication you need. Travellers may bring medicinal products with them in quantities that meet their usual personal needs. In such cases the usual personal need of a traveller is seen as being equivalent to a maximum of three months' supply of the recommended dose of each medicinal product.

More information can be found [here](#).

## Copies of important documents

We recommend you make photocopies, scans or photographs of important documents

- Your birth certificate
- (International) drivers license
- Emergency details (the contact of your parents, your spouse, bank and embassy or consulate)
- Passport
- Credit Cards
- Insurance information
- Travel itinerary
- Record of vaccinations

# YOUR LUGGAGE

Travel smart and pack sensibly by following this advice



## Don't pack too heavy

Before you begin packing, make sure you check your airline's policy about luggage size, weight, allowable items and any other rules. Most airlines allow about 23 kilograms for luggage, plus 8 kilograms for any bags you carry onto the plane (cabin bags) but do check with your particular airline.



## Security

Your luggage will need to go through security clearances during your journey, and you and your bags may be searched when you arrive in Germany. Be sure to pack your own bags and know the contents of your luggage. Label all your bags with your name and contact details.

### Travel smart

1. Pack your own bags
2. Label your bags with your name and contact details
3. Pack essential items in your cabin bag
4. Never carry packages or baggage for strangers
5. Do not bring any illegal drugs into Germany
6. Check the customs guidelines [here](#)

# PACKING LIST

Here are some suggestions on what to pack

## Clothing

Germans dress for the occasion, so we recommend you bring a range of clothes – from formal to informal.

- A selection of general clothing, such as jeans, t-shirts, socks, shoes and underwear
- Light clothes for summer, like shorts, skirts, caps and sandals
- Warm clothes for winter such as jerseys, jacket and hat
- Sports clothes
- Consider bringing your national costume for celebrations and national days of your country

## Electronic equipment

- Laptop
- Mobile phone
- Adapter

## Other things

- Things to remind you of home
- Souvenirs to give to new friends
- Toiletries

## For your cabin bag

- Passport
- Flight ticket
- Toothbrush
- Change of clothing
- Jacket
- Cash for the first days (+/- 200 EUR)
- Bank cards
- Important personal documents
- Important contacts (eg. Parents, Macromedia)
- Address of where you will be staying in Germany
- A pen to fill out documents
- Medications
- Earplugs



## Power

If you are bringing your own electrical devices, you may need an adaptor. These can be found in electronics and airport shops.

The German power system is 230 volts and 50 hertz. For Germany associated plug type is F.

# BANKING AND INSURANCE



## Banking

Once registered in Germany, students will need to open a bank account. The most common form of account is a chequing account (Girokonto). Most financial transactions are completed using this type of account. In general, a chequing account allows you to withdraw money, transfer money and to set up regular payments. Most banks offer student accounts at discounted rates or for free.

International, non-EU students applying for a student's Visa need a German Blocked account to proof their financial ability. Official information on blocked-accounts can be found [here](#).

Another helpful website regarding banking in Germany is linked [here](#).



## Insurance

In Germany, all students (under 30 yrs of age) must have sufficient health insurance. You generally have to choose a statutory health insurance provider e.g., BARMER, AOK, TK-Techniker Krankenkasse or DAK (to name a few). You can only be enrolled at Macromedia university if you have, proven, sufficient, health insurance coverage. Students over the age of 30 years are exempted.

All applicants, regardless of their country of origin, must therefore contact a German statutory health insurance provider and apply for statutory health insurance before enrollment.

Please check our [website](#) for more detailed information.

# Flying to Germany

It may take a few hours to get to Germany, but the experience while you are here more than makes up for it. Germany has several international airports which are usually directly connected to the German train system.

<b>Spring</b> March, April, May		<b>Summer</b> June, July, August	
<b>Autumn</b> September, October, November		<b>Winter</b> December, January, February	



## Book to your end destination

We recommend you book your flights right through to your end destination, e.g., Munich or Berlin. It will make the arrival process easier for you.



## Airport pickup

The easiest way to find your way from the airport to your accommodation is to take a taxi. These are waiting in front of the airport. Alternatively, you can take public transportation. Routes can be found via [Google Maps](#).

# Welcome to Germany!

You´ve arrived – then what? Here´s what we recommend:



- Contact your family to let them know you arrived safely.
- Eat, sleep and exercise. Try and follow your usual routines.
- Get to know your new environment. Walk around the city, catch the bus, explore the campus, get to know other students.
- Find out where your closest convenience store, supermarket and post office is located.
- Get to know the people you are sharing your accommodation with.
- Staying connected; if you brought your mobile, you can buy a SIM card to access a German network.
- Make sure you have key contacts saved in your phone.
- The emergency number for police is 110
- The emergency number for ambulance and fire is 112



# Finding your way around the city

How to navigate shopping, transport & co.



## Transport

In cities such as Munich and Berlin you can choose from a variety of transport options like bus, train, carsharing, bike or walk.

The public transport company in Berlin is called [BVG](#). Munich's public transport system is run by [MVV](#).

For 49 EUR/month you can buy a [ticket](#) for public transport covering all of Germany.



## Groceries

Supermarkets and discounters are open from Monday – Saturday. Opening hours can vary. Most shops are closed on Sundays. Many shops offer delivery services, such as [REWE](#), [flink](#) or [amazon](#).



## Internet

All students can use the free wifi on campus. Many cafes and public places also offer free wifi. This is especially useful if you did not yet get a German phone plan, which includes data usage.



## International student identity card

Next to your Macromedia student ID we recommend you getting an International student identity card (ISIC). With this card you can benefit from many discounts, only available to students. You can order the ISIC [online](#).

# Orientation

Macromedia welcomes all new students with an orientation program during the days before semester start. You will gain important information and advice to make the most of your time here. Make sure to attend orientation!

## What we will cover

- Introduction to Macromedia University
- Campus tour
- IT session
- Understanding your timetable
- Meeting the student representatives
- Getting to know Macromedia staff
- Meeting fellow students
- University sports



## Student ID

Upon arrival on campus you will receive your student ID card. This allows you to enter campus (Munich), use the printers and identify yourself as part of the Macromedia community. Many shops offer student discounts, so carry your student ID.



## Questions?

Our team is looking forward to meeting you on campus. Please do not hesitate to ask us, if anything is unclear or if you need more help.

# Registration and Residence Permit

Process and contacts in Berlin

## 1. Registration

### Location (Berlin residents)

Any residents Registration Office (Bürgeramt) By appointment only

### What do I need?

- Passport
- Completed and signed registration form
- A confirmation from your landlord that you moved into you accommodation (confirmation of occupancy, template available online)

### When?

Make the appointment within 2 weeks after your arrival in Germany

### How much?

No fee

### Tips

You need to register, even if your address is not final. Once you find your definitive accommodation you need to follow the process again and register the new address

### Result

You will receive a confirmation of registration (Meldebestätigung)

### More information

[Website](#) in German → use google translate

## 2. Residence Permit

### Location (Berlin residents)

[Landesamt für Einwanderung](#) (Berlin Immigration Office)

Keplerstraße 2, 10589 Berlin

By appointment only

### What do I need?

- Completed application for
- Passport and student visa
- Biometric passport photo
- confirmation of registration (Meldebestätigung)
- Confirmation of health insurance
- Proof of enrolment at university
- Proof of financial means (e.g. blocked account)

### When?

Make an appointment 3 months before your visa expires. The appointment should take place 6 weeks before the expiration of your visa.

### How much?

100 EUR for initial issuance

### Result

You will receive a residence permit for the purpose of studying

### More information

[Official Website](#) in English

# Registration and Residence Permit

Process and contacts in Munich

## 1. Registration

### Location (Munich residents)

Landeshauptstadt Munich  
Kreisverwaltungsreferat Ruppertstraße 19  
80337 Munich

By [appointment](#) only

### What do I need?

- Passport
- Completed and signed registration form
- A confirmation from your landlord that you moved into your accommodation (confirmation of occupancy, template available online)

### When?

Make the appointment within 2 weeks after your arrival in Germany

### How much?

No fee

### Tips

You need to register, even if your address is not final. Once you find your definitive accommodation you need to follow the process again and register the new address

### Result

You will receive a confirmation of registration (Meldebestätigung)

### More information

[Official Website](#)

## 2. Residence Permit

### Location (Munich residents)

Landeshauptstadt Munich  
Kreisverwaltungsreferat Ruppertstraße 19 80337 Munich

By [appointment](#) only

### What do I need?

- Completed application for
- Passport and student visa
- Biometric passport photo
- confirmation of registration (Meldebestätigung)
- Confirmation of health insurance
- Proof of enrolment at university
- Proof of financial means (e.g. blocked account)

### When?

Make an appointment 3 months before your visa expires. The appointment should take place 6 weeks before the expiration of your visa.

### How much?

100 EUR for initial issuance

### Result

You will receive a residence permit for the purpose of studying

### More information

[Official Website](#) in German – please use google translate

[Official Website](#) in English

# Adapting to life in Germany

A new experience and situation, new ways of doing things. Life in a new country can be challenging, but also exciting.

Preparing for your life in Germany is important and you can adjust easier with a few tips, whether it´s your first time abroad or you are an experienced traveler.

- **Research**

Get to know the culture and language, regional specialties and estimate how the culture shock might affect you

- **Find things to do**

Consider outdoor activities, make plans for the weekends and check events you want to see (e.g. soccer game, art galleries, concerts etc.)

- **Make new friends**

Be open-minded and friendly, try to get in touch with locals and other international students

- **Stay in touch with friends & family**

Don´t isolate yourself, share your experiences and talk about them

- **Set your goals**

Besides being organized with your studies, also plan vacation time, make sure you know, what you want to achieve

- **Stay patient**

Reflect on your experiences, consider a journal, ask for help, make time for relaxation, don´t be too hard on yourself and find things to laugh about. Your success depends on your attitude.

## Culture shock

Upon arrival in Germany you will experience some cultural difficulties. Whether it´s an unfamiliar smell, a new sight, new climate, humour and behaviours - it is not wrong, simply different.

You might feel confused, lonely, depressed, tired or angry, you might lose your appetite and feel homesick. Please be assured, this is a very normal reaction and only temporary.

If you are able to understand the culture shock, you will be able to adapt quicker and reduce homesickness.

Don´t be fooled by prejudice, once you understand the humor, Germans can be really funny!

For more info click [here](#).

# Helpful links

These links lead to helpful websites, covering a variety of topics.



## General

- Macromedia [Facebook](#) group for international students
- German Academic [Exchange](#) Service
- Macromedia Career [Portal](#)



## Berlin

- University sports in cooperation with other Berlin universities
  - [FU Berlin](#)
  - [Humboldt](#)
- Berlin city [information](#)
- Activity [tips](#)



## Munich

- [University](#) sports in cooperation with other universities
- Munich city [information](#)
- ESN TUMI e.V. : A students association for international students → Instagram [@tumi.esn](#)

# Key contacts

Our Team on Campus can help you anytime, should you have questions! You can find the information for your Campus, Enrollment Team and International Office here.



Campus Berlin:

[Campus.Berlin@macromedia.de](mailto:Campus.Berlin@macromedia.de)

Phone: +49 30 2021512-0

Campus Munich:

[Campus.Muenchen@macromedia.de](mailto:Campus.Muenchen@macromedia.de)

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