Predeparture Information

Congratulations on your decision to intern this summer! We have no doubt that it will be a life-changing adventure. We’re glad to have you with us.

Here you will find more details about your program and find out what you need to do next. You should also begin filling out your online predeparture forms that are accessible in your MyIESabroad account.

Feeling lost? Your IES Internships Advisor is here to help. Just call 800.995.2300 or email internships@IESabroad.org.

How will this experience redefine you? We can’t wait to find out!
# Table Of Contents

Getting Started ................................................................. 3

Plan Travel ........................................................................ 5
  Passport & Visa ............................................................... 5
  Travel Dates .................................................................... 6
  Arrival .............................................................................. 9

My Program ........................................................................ 14
  Packing ............................................................................. 14
  Housing ............................................................................. 16
  Academics ........................................................................ 23
  Tuition & Financial Aid .................................................... 27
  Field Trips ........................................................................ 32
  Health & Safety .................................................................. 33

Daily Life ............................................................................ 39
  Center .............................................................................. 39
  Communications .................................................................. 43
  Life in your City ............................................................... 47
  Diversity ........................................................................... 55
  Student Conduct ............................................................. 57

Contact Us .......................................................................... 59
Getting Started

WHAT YOU NEED TO DO

Confirm your Place in the Program
Submit the Confirmation Form.

Check, Renew, or Apply for your Passport
If you do not have a valid passport, renew or apply for one immediately.

Read Your Predeparture Information and Student Handbook
Navigate through this Predeparture Information using the tabs above.

Submit your Online Forms
Pro tip: Keep this window open to refer to the detailed Predeparture Information while you complete your forms. Be sure you meet the forms deadlines!

Register for the Required Internship Seminar
Submit the Internship Seminar Registration Form to select the required 3- or 6-credit Seminar as soon as you have received more detailed instructions from us. Be sure to meet with your home school advisor to get courses approved.

Plan a Budget

- Understand how to pay your bill by reading the "Tuition & Financial Aid" section under the Your Program tab above and talking to your home school study abroad office. Be sure to check out IES Internships' scholarship and aid options.
- To plan for additional expenses, please be sure to
find and read the On-site Expenses chart in the "City" section under the *Daily Life* tab.

**WHAT YOU CAN EXPECT TO RECEIVE FROM US**

**Housing Assignments**
If you submit your *Housing Form* and *Medical Report* on time, you will receive your housing assignment and the program participants list at least three weeks before the program begins.

**Final Email with Arrival Information**
Before you go, you'll receive an email from us that will include emergency contact information and final arrival instructions.

**HOW TO CONNECT WITH OTHER STUDENTS**
Like our Berlin Facebook Page, our IES Internships page, and, our main IES Abroad page.
Follow us on Instagram at @IESinternships.

Read student blogs.

Contact a past participant.
Plan Travel

We recommend reading this section of your Predeparture Information first to make sure you know right away:

- How to obtain any necessary travel documents
- Which dates to use when booking your flights
- What to do once you land in your host city, and who to call if you run into bumps along the way

Passport & Visa

Passport

If you have not already done so and plan to attend an international program, apply for your passport immediately!

You must have a valid passport before you can apply for any other required travel documents. Your passport must be valid for at least six months beyond the end date of your program.

The U.S. Passport Application Process
The current passport application process requires:

- A passport application
- A true certified copy of your birth certificate
- Two identical passport photos
- An application fee
- A personal ID
- A photocopy of your ID

**Processing your passport application can take up to six weeks.** You can expedite this process by paying an additional fee.

For further instructions on obtaining a passport, visit travel.state.gov or call the National Passport Information Center at 877.487.2778. You can also call your local post office to locate passport agencies in your area.

Passports for Non-U.S. Citizens

If you are a non-U.S. citizen, follow your government’s procedures for obtaining a passport. If you are not currently in your home country and you need to renew your passport, contact your country’s nearest
To obtain consulate phone numbers, please refer to www.state.gov/s/cpr/rls/fco.

**Caring for your Passport**

- Sign your passport as soon as you receive it.
- Keep a photocopy of your passport with you at all times, preferably in a money belt or similar carrier that can be concealed underneath your clothing.
- Leave copies of the identification page of your passport and any other governmental travel documents with a responsible third party or saved online in case your documents are lost or stolen.
- Do not carry your passport or wallet in a backpack. These are easy targets for thieves, especially in crowded areas.

**Entry Documents**

The visa is an official authorization affixed to your passport, which gives proof that you have the permission of the German government to enter Germany and study for the allotted time. U.S. citizens are not required to have a visa to participate in the IES Abroad Berlin Summer Internship program. If you are a non-U.S. citizen or you plan to extend your stay in Europe beyond 90 days, please contact your IES Abroad Summer Internships Advisor for further information.

**Travel Dates**

Book your flight according to these official program dates:
CONSULT Pre-departure Guide in IES Portal

*Book your flight to arrive at the Berlin airport before or by 1 p.m. so that you can arrive at the IES Abroad Berlin center between 9 a.m. and 3*
p.m. on the official arrival day.

Remember to keep time differences in mind when booking your flight. For instance, if you are leaving from the U.S., you will typically depart the day before the arrival date to arrive on time.

Departure

Program Calendar
As soon as a preliminary program calendar is available (at least a few weeks before the program starts), it will appear above. However, this calendar is subject to change. Please do not make independent travel arrangements (including visits from family or friends) before you arrive on-site, receive any calendar updates from the IES Abroad Center staff during orientation, and finalize your course registration. Remember that you will not be excused from academic obligations, including final exams or required IES Abroad events nor from your internship placement, in order to travel independently. You can easily make personal travel plans once on-site!

Booking your Flight
These discount student travel websites may offer tickets with flexible return dates, usually for a fee:

- www.STAtravel.com
- www.StudentUniverse.com

Here are a few other travel websites that may have competitive fares:

- www.Kayak.com
- www.Expedia.com
- www.Orbitz.com
- www.Travelocity.com

IES Abroad does not endorse and cannot be held liable for any of these travel companies.
Early Arrival Policy

You may not move in to your IES Abroad housing early. If you arrive before the official arrival date, you are responsible for your accommodations until you move in to your IES Abroad housing on the first day of the program.

If you plan to arrive early or stay beyond the program end date in an international location, we recommend that you purchase additional health insurance coverage through Cultural Insurance Services International (CISI), your IES Abroad health insurance provider during the duration of your program. See the IES Abroad Student Handbook for more information.

If you arrive in Berlin before the scheduled arrival date, we suggest that you stay at the Meininger Berlin Mitte “Humboldthaus” (www.meininger-hotels.com/de/hotels/berlin/hauptbahnhof/), Baxpax Hostel (www.baxpax.de), or the Heart of Gold Hostel (www.heartofgold-hostel.de). All are conveniently located near to the IES Abroad Center. These hostels are quite popular and often fully booked; it is therefore recommended that you make your reservations well in advance.

Late Arrival Policy

Late arrivals are not permitted unless warranted by a documented medical or family emergency and approved by IES Abroad.

If you are delayed due to flight cancellations or delays before you arrive in your host city, please contact IES Abroad Chicago (800.995.2300 during business hours; 800.766.7793 emergency phone after hours). Our staff will communicate the details of your delayed arrival to the on-site Center staff.

If you arrive late, you may come directly to the IES Abroad Center until 6 p.m. on arrival day; however, you must call the IES Abroad Berlin staff
immediately if you are delayed en-route (e.g. a layover in London) and will be arriving after 3 p.m. An IES Abroad staff member will give you further directions.

**Early Departure Policy**

Early departures are not permitted unless warranted by a documented medical or family emergency and approved by IES Abroad.

It is not possible to reschedule a final exam or paper deadline or miss time at your internship placement in order to accommodate early departure for personal travel, including plans to attend events back home like a friend or relative’s wedding, a family reunion, or a graduation ceremony.

**Arrival**

**Arrival**

**Flying Into Berlin**

Berlin has two airports: Berlin Tegel (TXL) and Schönefeld (SXF).

Due to varying arrival times and locations, we cannot meet you at the airport. Therefore you are responsible for making your way to the IES Abroad Center (directions are below). Please arrive at the IES Abroad Berlin Center between 9 a.m. and 3 p.m. on the official arrival day. It takes about one hour to get through customs and another hour to get from the airport to IES Abroad, so please plan to arrive at the Berlin airport no later than 1 p.m.

**Getting to the IES Abroad Center**

**Buy Ticket**

- For rides within Berlin including from Tegel: *Single ticket Berlin AB* or *Einzelfahrtschein AB, Normaltarif*
- From Schönefeld airport: *Single ticket Berlin ABC* or *Einzelfahrtschein ABC Normaltarif*
**Stamp your ticket** - Tickets are only valid when stamped (validated) at the beginning of the trip. Stamp machines (yellow or red boxes) can be found on the platforms to any train (U- and S-Bahn) as well as on buses and trams. There is a €60 fine for riding without a valid public transportation ticket, and controllers can be dressed in the typical BVG uniform or as civilians.

For information on bus and train schedules, visit www.bvg.de.

**Directions from your Airport to IES Abroad Berlin**
In the chart below you will find nine easy steps to get to IES Abroad Berlin from your airport:

<table>
<thead>
<tr>
<th>Steps 1-4</th>
<th>TEGEL (TXL)</th>
<th>SCHONEFELD (SXF)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Take the Airport Express Bus TXL (direction S+U Alexanderplatz via Hauptbahnhof).</strong></td>
<td></td>
<td>• Take a shuttle bus to the nearby S-Bahn (elevated train) station,</td>
</tr>
<tr>
<td><strong>Get off at the station S+U Brandenburger Tor (9 stops).</strong></td>
<td></td>
<td>• Board a train (S9) in the direction of Friedrichstraße.</td>
</tr>
<tr>
<td><strong>Take either the S1 or S2 (in direction Friedrichstr./Nordbahnhof)</strong></td>
<td></td>
<td>• From there take the S1 or S2 (found in basement, in direction Nordbahnhof/Gesundbrunnen etc.)</td>
</tr>
<tr>
<td><strong>Get off at S-Oranienburger Straße (2 stops).</strong></td>
<td></td>
<td>• Get off at S-Oranienburger Straße (1 stop).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Steps 5-9</th>
<th>TEGEL (TXL)</th>
<th>SCHONEFELD (SXF)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exit the station.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Walk toward the pharmacy at the corner of Oranienburger Straße and Tucholskystraße</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Enter Tucholskystraße (with the pharmacy on your right)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Walk one small block. The street on the right is Johannisstraße.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cross the street and walk to the red</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Information on using taxis at Tegel Airport:

- The taxi ranks are only located at gates A6 to A9, and outside Terminals C and E.
- Please use only taxis from the above mentioned ranks.
- From there, you are free to choose any taxi you like.
- All drivers are obliged to take the shortest route to your destination.
- For every cab ride within Berlin, the fare must be displayed on the meter.
- At every start of the ride, the meter must be switched on.
- A service fee of 50 cents will apply at the start of the cab ride from Tegel Airport.
- A service fee of 1.50 Euros will apply to credit card payments.
- Luggage is free of charge.
- Ignore all approaches from those taxi drivers outside of the above mentioned ranks (A6 to A9, Terminal C, E).
- Many street names are duplicated in different districts of Berlin. Be sure to tell the taxi-driver that *Johannisstraße* is located in the district (Bezirk) Mitte, near *Friedrichstraße*. Otherwise you might end up in a district on the other side of the city.
- Always ask the driver to write you a receipt at the end of your cab ride. This will show the taxi fare, route, dates, as well as the authorization number of the cab and the address of the company. This will enable you to report any irregularities to the authorities.
- If you take a cab from Tegel airport to the IES Abroad Center, it takes about 20-30 minutes (depending on traffic) and costs around €20-30.

**Schönefeld Airport (SXF)**

If you will be changing flights at a major European airport, you may arrive at *Schönefeld Airport* (in the former East).

Information on taxis from *Schönefeld*:

- A cab from *Schönefeld Airport* costs around €30-40.
- Many street names are duplicated in different districts of Berlin. Be sure to tell the taxi-driver that *Johannisstraße* is located in the district (Bezirk) Mitte, near *Friedrichstraße*. Otherwise you might end up in a district on the other side of the city.
Hauptbahnhof - Train Station
If you fly into one of the major international airports in Western Europe, such as Frankfurt or Amsterdam and continue to Berlin by train, you will most likely arrive at Hauptbahnhof.

- From there take the S-Bahn to Friedrichstraße station.
- From Friedrichstraße take either S1 or S2 (basement, in direction Nordbahnhof/Gesundbrunnen etc.) and get off at S-Oranienburger Straße (1 stop).
- Follow directions step 5-9 in the chart above

Finding the IES Abroad Center on Johannisstraße
When you exit the Oranienburger Tor stop following the directions above, turn left into Johannisstraße, walk along passing a building named Kalkscheune and a futuristic new apartment building to your right, until you come to a modern red brick building (Johannisstraße 5-6) on the right side, nearly at the end of Johannisstraße. This is IES Abroad Berlin! As the door is always locked, you will need to ring the bell.

If you get lost, ask people for directions to Friedrichstadtpalast or Kalkscheune, which are located near IES Abroad Berlin.

Upon Arrival at the IES Abroad Center
Upon your arrival at IES Abroad Berlin, you will receive further information that should answer just about any question you may still have after carefully reading this guide. In the evening of the arrival day, you will be introduced to your hosts. Afterwards, they will accompany you to your new home.

Orientation
During your first two days in Berlin, you will participate in IES Abroad orientation, which includes an introduction to Berlin, the IES Internships program, health and safety concerns, and student life in the city.

On the first day of orientation, you will learn more about your housing placement. On the evening you arrive, you will be introduced to your hosts. Afterward, they will accompany you to your new home. If you opted and were placed into the shared apartment option, one of our student assistants will accompany you to your new home.
On your second day, you will participate in on-site orientation which will help introduce you to the IES Abroad Berlin Center and to German culture. You will take a tour of the area, where you will be shown important and useful institutions in the vicinity of the IES Abroad Berlin Center, such as banks, post offices, train stations, and grocery stores. The IES Abroad staff will register you at the police registration office; therefore, all passports are collected within the first few days.

Orientation is an important part of settling into your new environment and orienting yourself to the new culture, surroundings, and program. Therefore, it is very important that you do not miss any part of the orientation period.
My Program

In this section of your Predeparture Information, it’s time to dive into the nitty-gritty. There’s a lot to do to get ready, and this section will guide you through:

- Packing—with suggestions from IES Abroad & Internships alumni
- Learning about and requesting housing
- Requesting courses from the specific academic offerings at your Center
- Calculating your program fee, learning about payment options, and making a personal budget
- Exploring the optional field trips offered at your Center and whether you need to sign up in advance or pay an additional fee
- Completing your IES Abroad Medical Report, learning about health insurance coverage abroad, and planning for things like vaccinations and prescriptions

Each page contains a lot of useful information, so be sure to read them thoroughly! You’ll be glad you did.

Packing

Packing and Luggage

- Pack light! Students rarely complain about taking too little, but many have said that they packed too much.
- Bring clothes you can mix and match.
- Leave room for additional possessions you acquire while on your program.
- Prepare for closets and storage spaces which are generally much smaller than they might be at home.
- Be able to carry your luggage up a flight of stairs on your own.
- Make sure your luggage will fit inside the trunk of a small taxi.
- Be aware of airlines’ limits to the weight and number of bags.
- Do not pack your passport or travel documents in your checked luggage. You will need it when you embark and disembark.
- In case your checked luggage is lost or delayed, bring a carry-on bag that includes bare essentials like toiletries, any necessary medications, and a change of clothes.
Take your laptop on the plane with you as carry-on luggage to avoid damage and customs fees.

Packing Tips
Check out these packing tips from former IES Abroad students.


Berlin has a moderately cool and humid climate. The weather in the spring and summer months is unpredictable and can change very quickly from a very hot 35°C (95°F) to a cool 15°C (59°F) within a few days. Berlin’s latitude gives the city long midsummer days (daylight from 3:30 a.m. until 10:30 p.m.).

Pack light clothes for the summer, but bring at least a few warm things for evenings, or chilly days. A waterproof jacket is strongly recommended, and don’t forget comfortable walking shoes. Visit www.wetter.de for the weather forecast in Berlin.

Shipping & Storing Luggage
Please do not ship luggage to the IES Abroad Center. A customs fee needs to be paid upon receipt, and the Center will not sign or pay for shipped luggage.

IES Abroad Berlin cannot store luggage prior to your arrival or while you are traveling.

Voltage and Adapters
German electricity operates at 230 volts (as opposed to 110 volts in the U.S.) Most laptops, netbooks, and tablet cords include a voltage converter, but other appliances do not. You will either need to purchase a converter or purchase those electrical appliances (e.g. iron or hair dryer) in Germany. We recommend purchasing these items on-site to avoid carrying them in your luggage.

Do plan to purchase a travel plug adapter to bring along with you. You will need this to change the shape of your plug to match the outlets in Europe. We urge you to conduct some research on adaptors, converters, and transformers for Germany to find out what you need before you leave.

**Housing**

**How to Request Housing**

- Check with your study abroad coordinator at your home school for requirements related to your housing placement abroad before you submit your Housing Form. We are not responsible for administering your home school’s policy on housing placements abroad.
- Submit the Housing Form, Form of Agreement and Waiver, and IES Abroad Medical Report in your MyIESabroad account as early as possible.
- We must receive all three documents before we can finalize housing arrangements on your behalf and release your housing assignment to you.
- It is in your best interest to be honest in filling out these documents.

Please be aware that some housing options carry an additional housing fee that will be billed after you arrive at your program location. Be certain to review all costs associated with your housing in advance of making your request.

We will try to meet your preference(s), but cannot guarantee that you will receive your first choice of housing or a housing assignment that meets
all of your preferences.

Your specific housing assignment will be sent to you via email approximately three weeks before the program start date, provided you have submitted all three forms.

**Housing Expectations**
We find housing for our students that reflects typical student accommodations in the host city. You will have the best housing experience if you are open to adapting to your accommodations and trying to understand and respect the cultural context in which you are living.

**Changing Your Housing On-Site**
To give you time to adjust to your housing, we will not relocate you into a different housing assignment during the first two weeks of the program.

After two weeks, requests to be relocated will be reviewed by the on-site housing coordinator based on availability and valid reason for change.

You should be aware that substantial financial costs can be encumbered by requesting different housing.

**Independent Housing**

With approval from your home school study abroad office, you may choose to arrange independent housing, subject to the deadlines and other conditions set forth in the IES Abroad *Student Handbook*. Please note that, for safety reasons, independent housing is not recommended unless you are living with family or friends. Further, IES Abroad will not be available to assist you in any way with securing independent housing. If you choose independent housing, you must accept all associated risks and you are responsible for all expenses and arrangements. We discourage you from trying to sublet apartments using public matching websites due to the high risk of fraudulent postings. If you pay online, be sure that it is a secure site (https).

In order to be eligible for a housing credit, you must submit the *Housing Form* by the due date and indicate that you would like to live in independent housing. Late independent housing requests will incur a $100 fee, plus any non-recoverable housing costs.
Student Apartments

Students who choose IES Internships housing stay in rooms in private apartments shared with other IES Interns.

Bedroom
You will have your own bedroom, furnished with a bed, desk or table, closet, and TV. If you do not have a TV in your room, you will have access to a common room with a TV. Bed linens and towels are provided.

Bathroom
You will share the bathroom and kitchen with your apartment-mates. Most bathrooms will have a bathtub only, with a handheld shower attachment (stand-up showers are rare in German apartments). Home appliances are not as common as in the U.S.

Other Rooms
Always leave common areas the way you found them and please consult your flatmates before entertaining guests in the common areas.

Environmental Concerns
Water and electricity are expensive in Germany, so conservation is very important: never leave water running, or lights or heat on when departing the apartment. Additionally, you will receive instructions upon arrival on how to recycle in Germany.

Meals & Cuisine

- Meals are not provided

You can prepare your own meals at your apartment or eat at one of Berlin’s many inexpensive restaurants, or Imbisses. On weekdays, an inexpensive lunch at the university Mensas (cafeterias) is a great option. Berlin also has an array of restaurants that specialize in cuisines from around the world.
Please note: German restaurants rarely serve bread or water without a meal; these must be ordered and paid for separately.

It is generally easy to eat good food even on a small budget in Berlin. Major grocery stores, discount grocery stores, and markets can be found all over Berlin. Most stores are closed on Sundays.

Special Diets
Vegetarian and vegan diets have become more popular in recent years, and most stores and restaurants have a variety of options for different diets.

**Commuting**
Apartments are located throughout Berlin. Daily commuting is a reality for all who live in or near Berlin. You will use public transportation or ride a bike to get around the city. Depending on where you are placed, your commute may be up to 45 minutes. Berlin is a big city, and commutes of this duration are considered moderate.

Many streets have parallel paths for bikers and pedestrians, and bikers do not take kindly to pedestrians in their lane! Bikes, helmets, and mandatory bike lights can be purchased cheaply at most flea markets.

**Housing Etiquette**
Just as you would expect others to respect your property and privacy, you should be prepared to do the same for those who share your apartment. Always ask before doing anything that may seem to require permission. By using simple common sense, you can assure yourself of an enjoyable stay in Berlin.

You are expected to share the cleaning duties of the kitchen and bathroom with your apartment-mates. This includes doing dishes immediately after cooking, cleaning the drains after showering, and wearing slippers (*Hausschuhe*) or socks, not shoes, in the house to keep the floors clean.

**The German Apartment and Cultural Differences**
Living space in Germany is expensive and hard to come by, particularly in towns with large institutions of higher education and correspondingly large numbers of students. In Berlin, be prepared for the following:

- We locate and rent for you a single furnished room in an apartment (no houses or villas).
- Most apartments are probably smaller than you might be used to.
- Most apartments have only one bathroom.
- In many cases, there will be no common room in the apartment except the kitchen and the bathroom.
- It is rare to own a clothes dryer (Germans hang-dry their clothes on a rack instead).

The best way to prevent misunderstandings is to talk about them. Do not wait until issues get out of hand to sit down and discuss these with your
flatmates.

Please note that you will be responsible for any damages that you might cause. Leave your room in the exact condition in which you found it. We highly recommend that you ask your parents to purchase liability insurance if they do not already have one that covers damages you might cause during your stay in Berlin.

**Quiet Hours**
While IES Abroad does not establish curfews, you are expected to be considerate of your neighbors’ quiet hours, as well as German *Nachtruhe* law, which defines quiet hours between 10 p.m. and 6 a.m. daily.

**No Guest Policy**
IES Abroad does not permit overnight guests. Hosting overnight guests is a violation of IES Abroad policy. If family members or friends are planning to visit, the IES Abroad Berlin staff can provide you with a list of accommodations that past visitors have recommended. Students who violate the guest policy will be subject to IES Abroad judicial procedures.

**Internet Access**
All IES apartments offer internet access which may be wired or wireless.

**Living with Locals**
Students who choose IES Abroad-located housing stay in rooms in private apartments shared with Berlin residents. Rooms for IES Abroad students are rented from single adults as well as a small number of “traditional” families.

**Bedroom**
You will have your own bedroom, furnished with a bed, desk or table, closet, and TV. If you do not have a TV in your room, you will have access to a common room with a TV. Bed linens and towels are provided.

**Bathroom**
You will share the bathroom and kitchen with your German host(s). Most bathrooms will have a bathtub only, with a handheld shower attachment (stand-up showers are rare in German apartments). Home appliances are not as common as in the U.S.
Other Rooms
Some hosts also allow limited or full use of the living/dining room areas. Always leave common areas the way you found them and never entertain guests in the common areas without prior permission of your host(s).

Environmental Concerns
Water and electricity are expensive in Germany, so conservation is very important: never leave water running, or lights or heat on when departing the apartment. Additionally, you will receive instructions upon arrival on how to recycle in Germany.

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Many streets have parallel paths for bikers and pedestrians, and bikers do not take kindly to pedestrians in their lane! Bikes, helmets, and mandatory bike lights can be purchased cheaply at most flea markets.
Housing Etiquette
You should consider yourself a guest in your hosts’ apartment, and respect their property and privacy. Always ask before doing anything that may seem to require permission. By using simple common sense, you can assure yourself of an enjoyable stay in Berlin.

You are expected to share the cleaning duties of the kitchen and bathroom with your hosts. This includes doing dishes immediately after cooking, cleaning the drains after showering, and wearing slippers (Hausschuhe) or socks, not shoes, in the house to keep the floors clean.

Your hosts are not responsible for you, but they do have a general concern for your safety and well-being. Be sure to let your host know when you will be away overnight.

With some hosts, you will have more contact; with others, more privacy. Both you and your host will be able to establish these parameters upon your arrival. Some Germans close their door more often than Americans; this does not necessarily mean they want privacy. You can still approach them, just knock on the door.

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- In many cases, there will be no common room in the apartment except the kitchen and the bathroom.
- It is rare to own a clothes dryer (Germans hang-dry their clothes on a rack instead).

Be aware that it is common for Germans to leave a window in their home open for a period of time (10-15 min.) each day, even in the winter. In addition to enjoying fresh air, or frische Luft, the main purpose of this is to prevent mildew from forming, as German houses are built to be more airtight. You are expected to do the same and open the windows of your room every day for about 10-15 minutes.

The best way to prevent misunderstandings is to talk about them. Whether you eventually manage to integrate into the German lifestyle
and develop a relationship with your host(s) will mainly depend upon your interest, initiative, adaptability, and acceptance of German habits and attitudes.

Please note that you will be responsible for any damages that you might cause. Leave your room in the exact condition in which you found it. We highly recommend that you ask your parents to purchase liability insurance if they do not already have one that covers damages you might cause during your stay in Berlin.

**Quiet Hours**
While IES Abroad does not establish curfews, you are expected to be considerate of your hosts’ quiet hours, as well as German Nachtruhe law, which defines quiet hours between 10 p.m. and 6 a.m. daily.

**No Guest Policy**
IES Abroad does not permit overnight guests. Hosting overnight guests is a violation of IES Abroad policy. If family members or friends are planning to visit, the IES Abroad Berlin staff can provide you with a list of accommodations that past visitors have recommended. Students who violate the guest policy will be subject to IES Abroad judicial procedures.

**Internet Access**
All IES homestays offer internet access which may be wired or wireless.

**Academics**

**Academic Overview**

**Internship Program**
Practical experience in the workplace is an invaluable addition to classroom learning. An internship provides vital insights into a career field, experience in the global workplace, practical exposure to the demands of specific jobs, and development of professional and personal skills. As well as developing your CV, an internship will give you the opportunity to directly experience the many cultures and people who make up the German population. Participating in the IES Internships Program offers you a unique opportunity to step outside your educational environment and experience the Germans at work. Please note that all internships are unpaid. The IES Internships Program consists of a practical component and a reflective academic element. It
requires a significant personal and professional commitment from you. You need to balance the time you devote to your internship each week with a mandatory IES Internships seminar.

**Internship Placements**

**Our Guarantee**

We guarantee you a placement in your field of choice, as indicated on the personal statement you submitted with your application. Our internship guarantee can be found online here: [http://www.iesabroad.org/study-abroad/internships/guarantee](http://www.iesabroad.org/study-abroad/internships/guarantee)

We have established good working relationships with many organizations in Berlin who participate in our internship program. Internships are offered in the arts, business, education, media, and theater to give a few examples. We work with you to perfect your résumé and hone your interviewing skills so that you are well-prepared for your internship interviews and the local work environment. The amount of time you spend at your internship placement may vary depending on the needs of the host organization. In general, students can expect to spend between 200-300 hours working at their placement site over the summer.

The IES Internships Program seeks to mirror the world of work and therefore securing an internship is a competitive process in the same way securing a job would be. The internship is the best match between the skills you offer and what the organization is seeking. Companies and organizations are sent a selection of interns’ CVs. From these they choose which students they would like to interview. Your ability to secure interviews will depend upon the quality of your CV so it is important to confirm your place in the program and work closely with the Internship Coordinator prior to your arrival in Berlin.

It is important to remember that you will be functioning in a language that is not your own. Even if you may be called upon to use English (in translation for example), the working language remains German. It is best to approach the internship with a positive attitude, ready to work, and you may need to be flexible in what types of placements are available. Internships are routinely and formally monitored and all companies/organizations have been vetted by our Internship Coordinators.

**Required IES Internships Seminar**

The required IES Internships course, *IN395 Leading across Cultures* Internship Seminar provides an introduction to the cultural context for the
internship placement by examining cultural issues in the workplace with a particular focus on preparation for entering the work environment. Writing and discussion topics also introduce the concept of skill-building in cross-cultural competencies including communication, teamwork, and conflict mediation.

The course consists of two parts: online predeparture modules that prepare you for culturally appropriate résumé development and interviewing skills to facilitate proper placements, and on-site classroom discussions to enable you to fully appreciate what you are learning at the internship host organization.

Seminar topics include:

- Résumé Writing & Interview Coaching
- Communicating Across Cultures
- Global Leadership Competencies
- Building Trust & Teamwork
- Networking
- Conflict Negotiation & Mediation
- Stereotypes & Cultural Differences
- International Careers & Job Search Preparation

This course is available as either a 3-credit or 6-credit option. The 3-credit course has five online modules and meets once per week on-site. The 6-credit course has five online modules and meets twice per week on-site.

A grade, based on the academic and practical component, is awarded and will be recorded on your transcript. Classes are scheduled to have minimum disruption for host organizations’ work schedules and to facilitate attendance by all students. Attendance at each class session is mandatory. The syllabus for this course is available on the IES Abroad website. You may also have the opportunity to participate in optional field trips to complement your internship program for an additional fee.

Optional Language Courses
You may enroll in a 3-credit German language course at no additional charge. Doing so may affect the number of hours per week you are available to work at your internship placement as you will need to attend class regularly. If you choose to take a language class, you will be required to complete a Language Placement Assessment and a Course Preregistration Form.
Please check with your home institution as registration in the language course may be required.

Credit Transfer

How to Verify Credit Transfer with Your Home School
You are responsible for having your courses approved by your home institution. Prior to your departure, verify the transfer of credits (either as general credit or for your major and/or minor) with your home institution by conferring with your academic advisor and study abroad coordinator about which courses you should take while on the program.

We are not responsible if your courses are not approved. See your IES Abroad Student Handbook for important Academic Policy Guidelines.

You may be asked to provide a course description, syllabus, reading lists, written assignments, and other supporting materials from your courses upon returning to your home school; therefore, it is important to keep copies of all such documents. Please note that syllabi for both the required internship seminar, IN 395 - Leading Across cultures, and optional language course (where applicable) are available for download from each location's program page on the IES Internships website.

Transcripts & Grades

Viewing Your Grades
Final grades are posted online via your MyIESabroad account.

- IES Abroad grades are typically posted online within six to eight weeks of the final day of the program and are made available for approximately 6 months.
- Grades can be viewed regardless of having a financial hold.
- Non-reported “NR” grades indicate that your professor has not yet reported your grades.

Obtaining Your IES Abroad Transcript
After all of your grades are reported, an official IES Abroad transcript will automatically be sent to your home school if there is no financial hold on your account. A financial hold will be placed if there are any outstanding charges, some of which may be placed at the end of the term.

Normally, we send your transcript to your home school approximately six to eight weeks after the end of each program.

If you have any questions about your transcript after your program ends, email Steven Schuler, Assistant to the Registrar at sschuler@IESabroad.org.

School of Record

For the purpose of transferring credit, you are required to confirm with your school whether they accept the IES Abroad transcript or if they require a School of Record transcript. If your school accepts the IES Abroad transcript, no further action is needed. To request a School of Record transcript, complete the School of Record Form in your MyIESabroad account.

IES Abroad grades are posted within 6 to 8 weeks of the end of term. Once your financial account is clear, your official IES Abroad transcript will be sent directly to the University of Rochester for processing which takes approximately 3 weeks. Once the University of Rochester has processed your transcript, they will automatically send it to your home college using the address that was provided on this form.

The deadline for submitting these forms are as follows:

- July 1st for fall semester and academic year
- December 15th for spring semester/calendar year
- April 20th for summer

The fee for a School of Record transcript is $375 and is non-refundable.

Tuition & Financial Aid

Paying IES Abroad Directly vs. Paying Your Home School
Whether you pay IES Abroad program fees directly (including the $500 non-refundable confirmation deposit) or pay program fees to your university is based on your home school’s policies. Ask your home school’s study abroad and financial aid offices how this is managed.

**Confirmation Deposit**

Depending on your home school's policies, you will either pay the confirmation deposit to IES Abroad or to your home school.

The form in your account reflects your school’s policy on deposits. Note that the $500 is not refundable if you withdraw from participation, regardless of whether this amount is paid directly to IES Abroad or to your home school.

What you should know about confirming your place in our program:

- To secure your place, submit the Confirmation Form with your $500 non-refundable deposit.
- This form is due within three weeks of your acceptance to the program or by three weeks after the application deadline passes, whichever comes first.
- The due date is listed next to the form in your account.
- Contact your IES Internships Program Advisor to discuss your options if you are unable to meet the stated deadline for any reason.
- If you decide to defer your enrollment in the program after paying the deposit, we will hold it for up to one calendar year. After one calendar year, you will need to pay a new $500 deposit to confirm your place on a future IES Abroad or Internships program.

**IES Abroad Financial Aid**

We offer $2.5 million in IES Abroad scholarships and aid to our students each year, including:

- Need-Based Aid
- Merit-Based Scholarships
- Public University Grants
- Diversity Scholarships
- Boren and Gilman Scholarship Support Grants
- Donor-Funded Scholarships
- Disability Grants
- Other Study Abroad Scholarships & Aid
Visit www.iesabroad.org/study-abroad/scholarships to learn about our eligibility requirements and application deadlines.

Consult your home school study abroad coordinator and financial aid officer to determine in advance how your school handles IES Abroad aid.

As the recipient of any IES Abroad aid, it is your responsibility to determine how this award might affect any other aid you receive.

- All IES Abroad financial aid will be applied as a credit to your program fees.
- If you pay your home school for your study abroad program, the aid will appear as a credit on the invoice we send to your school.
- If you are billed directly by IES Abroad, funds will be applied to your portion of the program fee as a credit on the invoice mailed to your home address.
- IES Abroad aid cannot be deferred to a future term, but you may reapply for IES Abroad financial aid for a future term if you defer your enrollment.

Home School Financial Aid
If you plan to use financial aid from your home institution to pay for part or all of your IES Abroad program fees, send us an award letter stating how much aid will be awarded for the program and when it will be disbursed. Email your letter to our Accounting Department at accountsreceivable@IESabroad.org, or send a fax to 312.944.1448.

We understand that financial aid is often not disbursed until after the term begins. Once we receive your award letter, we will defer the amount you will be receiving in financial aid until disbursement is made. Upon receipt of your invoice, you are responsible for paying the amount not covered by aid before your program begins.

Before leaving for your program, make a plan for paying the remainder of your balance once the funds are released, using one of the options below. If your home school will not send the funds directly to IES Abroad, make sure someone has the ability to pay the balance due on your account once you are on-site.

Consortium Agreements
If your home school requires a consortium agreement or other documentation to release financial aid funds to IES Abroad, send these documents to our Enrollment Management Department.
at enrollments@IESabroad.org.

We will complete and return these documents to your home school’s financial aid office along with a copy of the fee sheet for your IES Internships program.

Enrollment Certification
If you need letters certifying proof of enrollment in an IES Internships program for any reason (scholarship, medical prescription, etc.), email your request to registrar@IESabroad.org.

Paying your IES Abroad Program Invoice
IES Abroad Program Invoices for program fees (tuition, housing, and health insurance) are generated on the following schedule:

- Summer and early-starting Fall programs: mid-April
- Fall programs: mid-June
- Spring, January Term, and Winter Quarter programs: mid-November

If we are billing you directly for your program fees, a paper invoice will be mailed to the permanent home address you indicated on your application. An up-to-date version of your IES Abroad Program Invoice is also available in the Optional Forms section of your MyIESabroad account throughout your experience with us.

Keep in mind that charges may be incurred before you leave, while on your program, and after you have returned. See “Fees Incurred On-Site” below for examples of the type of charges you may incur. Your invoice will be updated as charges are added, and a new paper version will be mailed each time this occurs.

You can submit full or partial payment via the following options.

Online Payment Options

- **Direct Account Debit** (also known as e-check or ACH) - submit a payment directly from your checking or savings account (includes 1% additional fee).
- **Credit Card** – submit a payment with a credit card (includes 2.5% additional fee).

Alternative Payment Options
• **Phone** - call the IES Abroad Billing Assistant at 800-995-2300 to pay by direct account debit *(includes 1% additional fee)* or credit card *(includes 2.5% additional fee)*.

• **Wire Transfer** - transfer funds to:

  **Account name:** Institute for the International Education of Students  
  **Account No:** 886-079-151  
  **Bank:** JP Morgan Chase Bank N.A.  
  **ABA:** 071000013  
  **SWIFT:** CHASUS33  
  **Address:** 10 S Dearborn, Chicago, IL 60603

• **Mail** - send a personal check, certified check, or money order to our office in Chicago. Checks must be in U.S. dollars, drawn from a U.S.-based branch, and made out to “IES Abroad” or “The Institute for the International Education of Students.” Note the student name and invoice number on the check. Send your payment to:

  IES Abroad - attn: Billing  
  33 West Monroe Street, Suite 2300  
  Chicago, IL 60603-5405

**Fees Incurred On-Site**
Additional invoices may be generated after your arrival on-site. Charges may include, but are not limited to:

• Optional field trips  
• Housing options carrying an additional fee  
• Course readers and copyrights  
• Cell phones and/or SIM cards  
• Failure to return library resources upon departure  
• Housing damage  
• Failure to return keys

You may pay these fees by the same methods described above.

**Refund Policy**

**Confirmation Deposit**
The $500 confirmation deposit is not refundable. Confirmation deposits can be deferred for up to one calendar year. After one calendar year, the deposit is forfeited and must be made again for any future enrollment with IES Abroad.
Withdrawal or Deferral Before the Program Begins
We make significant financial commitments on behalf of students well before the start of each IES Internships program. Students who withdraw or defer to a future term after the issuance of the initial IES Abroad Program Invoice but before the program start date are responsible for payment of unrecoverable costs incurred by IES Abroad. A refund is issued only on recoverable costs and only after notice of withdrawal or deferral is received in the Chicago office.

Withdrawal After the Program Begins
On or after the published arrival date no refunds will be issued. Appeals for partial refunds will be considered only in cases of serious illness or emergency requiring a student’s withdrawal and in consultation with the Chicago office. The amount of any possible refund will be determined individually on recoverable costs, and will be made at the sole discretion of IES Abroad at the time of withdrawal. Please note that these costs vary considerably and cannot be determined in advance.

Any student who is dismissed after beginning any IES Internships program for any reason forfeits the possibility of any refund for used or unused expenses as well as the comprehensive fee.

Field Trips
In addition to field study trips, which are an integral part of courses, IES Abroad Berlin organizes co-curricular field trips. The day trip to Potsdam is included in your program fee.

For trips that are not included in your program fee, you will be billed to your home address from IES Abroad Chicago after registration has been finalized on-site.

Berlin Summer - Potsdam - Summer 2016
Visit the capital and crown jewel of the state of Brandenburg and admire Sanssouci’s fabulous palaces and surrounding gardens. This trip is included in your program and no registration is required.

Trip Length: 1 day  Trip fee: Included in program fee

- Fees for optional field trips cover transportation, accommodations, tours and entrance fees, and some meals.
- Field trip enrollment may incur a non-refundable charge which you must pay even if you do not attend the trip.
- All field trip locations are subject to change.
- You are prohibited from bringing guests on IES Abroad-sponsored field trips.

**Health & Safety**

**Safety**

*Prescription Drugs*
To find more information on whether your medication is legal in Germany, do some reading at the websites listed below. You will need to know the active ingredient or the generic name of your medication.

- [http://www.bfarm.de/EN/FederalOpiumAgency/narcoticDrugs/Ein-Ausfuhr/_node.html](http://www.bfarm.de/EN/FederalOpiumAgency/narcoticDrugs/Ein-Ausfuhr/_node.html)

If you have any further questions please feel free to contact the main IES Abroad office to contact the Dean of Students' office.
Mailing Prescription Drugs
Please note that under no circumstances are you advised to ship any
drugs to Germany. They will be held in customs to be either returned to
the U.S or destroyed.

Travel Safety and Information
Visit the State Department's Germany Information page here for detailed
information about safety abroad:
http://travel.state.gov/content/passports/english/country/germany.html

When traveling outside of your host country, in addition to leaving an
itinerary with your Center, we encourage you to register with the U.S. Embassies/Consulates (or the Embassy/Consulate of the country whose
passport you are carrying) in each of the countries you are visiting. In
the event of an emergency, disaster or crisis in a country you are
visiting, local consular officials will be better able to locate you if you
register with them in advance. It is especially important for you to
register if you are visiting a country “that is experiencing civil unrest, has
an unstable political climate, or is undergoing a natural disaster, such as
an earthquake or a hurricane.” As you make travel plans, you can easily
register online at step.state.gov/step. Consular registration information is
kept private and is not released to anyone without required permissions.

Health Insurance

Your health and safety are our highest priority, therefore we require all
students to be adequately covered by our prearranged comprehensive
international student health insurance plan. Once you have confirmed
your place on the program, we will automatically enroll you in the
required Cultural Insurance Services International (CISI) international
health insurance on your behalf. The mandatory insurance is included in
your program cost and cannot be waived for international programs.

You will receive an insurance confirmation/registration email prior to
departure. The insurance plan is intended to cover all IES Internships
participants while on their program, but certain limits apply. The plan is
not intended to replace your existing plan.

More information about your insurance:
After completing the online insurance registration, you can print your insurance cards and brochures.

IES Abroad Center staff will provide you with information on local hospitals and doctors during orientation.

Your coverage will begin on the first day of your program and expire on the last day of your program.

On-site staff will provide additional information regarding the in-country health insurance plans during orientation.

Students interning in Sydney will be enrolled with the CISI Australia/New Zealand/Japan/Turkey plan (Policy #: GLM N04964998). Students attending programs at all other centers will be enrolled with the CISI standard plan (Policy #: GLM N04964986). This information can also be found in the IES Abroad Student Handbook.

The CISI standard plan policy number is GLM N04964986.

**Domestic Program Insurance**

If you are studying on an IES Internships summer program in the United States you are not required to purchase the CISI insurance if you are already insured by another provider.

**Prescription Drugs**

If you plan on taking any type of medicine or prescription drug while on your program, we strongly advise you to consult with your physician prior to departure regarding any need for monitoring.

You may also consult with your doctor regarding on-site referrals, though the IES Abroad Center staff will have a list of physicians available for consultation as well.

It is important that you disclose any health conditions and note any medications on your IES Abroad Medical Report so that we can support you as best we can.

In addition:
• We recommend bringing enough medication to last the duration of your stay.
• If you plan to purchase a particular medication while on the program, you should make certain that it is available in your program location. If so, you will need to see a local physician to obtain a new prescription.
• Do not mail medicines or vitamins; they will be held up in customs, and a prescription from a local doctor must be shown to pick them up.
• Always carry prescription drugs in a drug store bottle with a label showing your name, the generic name, the dosage of the drug, and instructions for use.

Vaccinations

We recommend that you speak with your doctor and/or consult the Centers for Disease Control’s international travelers’ hotline to review up-to-date vaccination requirements for any region or country you select.

Contact the CDC at 800.232.4636 or visit www.cdc.gov.

Travel Safety

Cell Phones & TravelTracker™
Our longstanding commitment to student safety means we work very hard to establish and maintain avenues of communication and information tracking between students and staff.

We require you to have a cell phone during your time on the program to encourage and simplify communications with both the IES Abroad Center and your parents in the event of an emergency.

You will be required to provide your Center with your cell phone number and to keep your phone turned on and charged at all times for the duration of enrollment.

You are also required to submit an electronic independent travel itinerary through TravelTracker™ and/or a paper independent travel itinerary form to Center staff any time you are away overnight.
This information is vital in the event of an emergency and students need to be reached when their cell phones are not functioning.

**Travel Tips**
When planning travel during your time on the program, be sure to keep the following basic health and safety provisions in mind. We recommend that you:

- Travel with a companion whenever possible and avoid walking alone at night, even if you are familiar with the area.
- Stay alert, confident, and aware of your surroundings. Walk purposefully and make eye contact with people around you. Trust your instincts.
- Use helmets, seat belts, life jackets, and other relevant safety devices.
- Always keep your door locked in any facility where you are staying.
- Investigate what emergency medical services are available in the region or country where you will be traveling.
- Choose safe, reliable transportation.
- Don’t rent or buy a motorized vehicle.
- Don’t swim after drinking alcohol.
- Pack a basic first aid kit.
- Leave jewelry and expensive watches at home.
- Carry money, tickets, and passport in body pouches; do not leave them in your hotel room or luggage.
- Carry photocopies of passport, credit cards, and airline tickets.
- Make sure luggage has identification inside and out.
- Keep luggage locked and securely stored.
- Be mindful when withdrawing money from an ATM when you are alone.
- Keep a low profile in public areas. Avoid displaying any object of value (jewelry, cameras, cell phones, electronic devices) that could attract the attention of bag snatchers and pickpockets.
- In addition, you must have your cell phone turned on and with you at all times so that you can be contacted in case of an emergency. You should also inform yourself of any unique situations in specific cities that might necessitate taking additional special precautions.
- When traveling outside of your host country, in addition to leaving an itinerary with your Center, we encourage you to register with the U.S. Embassies/Consulates (or the Embassy/Consulate of
the country whose passport you are carrying) in each of the countries you are visiting. In the event of an emergency, disaster or crisis in a country you are visiting, local consular officials will be better able to locate you if you register with them in advance. It is especially important for you to register if you are visiting a country “that is experiencing civil unrest, has an unstable political climate, or is undergoing a natural disaster, such as an earthquake or a hurricane.” As you make travel plans, you can easily register online at step.state.gov/step. Consular registration information is kept private and is not released to anyone without required permissions.
Daily Life

This section of your Predeparture Information delves into what daily life will be like for you in your host city.

This section will answer questions like:

- How will I communicate with my family and friends back home?
- What's the feel of the city and what are the best ways to meet locals?
- How diverse is my host city and how can my needs be accommodated?
- What are some of the expectations of me as an IES Internships student?

Be sure to read through this entire section of your Predeparture Information so you feel as prepared as possible when you first step foot in your host city!

Center

Center Overview

The IES Abroad Berlin Center is located in Mitte, the central district of Berlin, and is within easy walking distance of the Humboldt-Universität zu Berlin, Museum Island, Brandenburg Gate, the Berliner Dom, and other sights.

Features include:

- Classrooms
- Small library
- High-speed Internet and printer access
- Student lounge and outdoor terrace

The two IES Abroad programs at the Berlin Center are conducted on separate floors of the building.
Library

The IES Abroad Berlin Center has a small but excellent library that contains a selection of German language resources, references, and literature. You can also find videos, DVDs, books, and periodicals on art, theater, political science, business, and social sciences to assist with paper or project research. Depending on your academic workload and course enrollment, you may need to visit other libraries in the city to complete your coursework.

There are many libraries in Berlin. You will likely get to know at least a couple of them during your time in Berlin. Berlin has public libraries in every district, university libraries at each of the city's three main universities (Humboldt, Technische, and Freie), including the brand-new Jakob–und-Wilhelm-Grimm-Zentrum, and two main academic state libraries (Staatsbibliotheken). Details on library locations, hours, and use of the German library system is available during orientation. The university libraries’ website is: www.ub.hu-berlin.de/ueber-uns/standorte.

Barbara Gügold, Ph.D. Center Director

Barbara Gügold has been the Director of IES Abroad Berlin since 1992. She is a member of the Humboldt-Universität zu Berlin faculty where she teaches the methodology of foreign language teaching. She received her doctorate from Martin-Luther-Universität Halle in English Literature, and obtained a master’s degree in English and Russian from Leipzig Universität. She has worked in Sweden, Poland, Belgium, and the U.S. as a frequent guest lecturer. In her spare time she takes full advantage
of the wealth of cultural opportunities in Berlin.

Staff

IES Abroad Staff

Katrin Arendt
Assistant Director

Rolf-Dieter Staudt
Coordinator of Student Services, Office Manager and Accountant

Britta Tonak
Housing and Special Programs Coordinator

Liane Wyschka
Academic and Cultural Advisor

Faculty (Summer and Semester Programs)

Sabine Berking
Cultural Studies
Doktor philosophiae, Kolumnistin der Frankfurter Allegemeine Zeitung
Projektleiterin at Wissenschaftszentrum Berlin

Wolfgang Bialas
Political and Social Science
Doktor philosophiae, University of Leipzig; Research Associate, Hannah-Arendt-Institute, Technical University Dresden

Ulrich Brückner
International Business
Doktor philosophiae, Gastprofessor, Political Science Department, Szczecin University, Poland
Stanford University

Ulf Heinsohn
Economics
Doktor oec
Berlin School of Economics
and Law Berlin
Reinhard Isensee
*Political Science, American Studies*
*Privatdozent Dr. habilitates philosophiae*
*Philosophisches Fakultät, Humboldt-Universität zu Berlin*

Bernhard Maleck
*Political Science, History*
*Doktor habilitates philosophiae*
*Freiberuflicher Projektmitarbeiter*

Michael Opitz
*Theater, Media Studies*
*Doktor philosophiae*
*Literaturrezensent, Financial Times and Freitag; Deutschlandradio Berlin, Abteilung Kultur und Literatur*

Carola Opitz-Wiemers
*German and Feminist Literature*
*Doktor philosophiae*
*Deutschlandradio Berlin, Abteilung Kultur und Literatur*

Joachim Seifert
*Diplom-Grafiker, Wissenschaftlicher Mitarbeiter, Abteilung Künstlerische Grundlagen, Kunsthochschule Berlin-Weißensee*

Dorothea Löbbermann
*Literature, Film Studies*
*Doktor philosophiae in American Literature, Humboldt Universität zu Berlin Adjunct Faculty, Humboldt Universität zu Berlin*

Eva Maleck-Lewy
*Jewish Studies*
Communications

We recommend that you wait until you arrive in Berlin to obtain a cell phone because it will be less expensive. IES Abroad staff will assist you with acquiring a cell phone during the first week of the program.

Prior students have found Simyo (www.simyo.de), Fonic (www.fonic.de), and Blauworld (www.blau.de) to provide reasonable service and rates in Germany. **CellHire is NOT recommended for use in Berlin.** IES Abroad provides this information to you for informational purposes only and cannot be held liable for its service or billing practices.

Remember that it can be very expensive to call the U.S. from your cell phone! Also, you will be charged roaming charges by your cell phone provider when you are in other countries on IES Abroad required field studies or while traveling independently.

Keeping in Touch Online

Internet-based communication is an easy and free way to maintain contact with family and friends back home and abroad. Check out:

- Skype for free internet-based audio and video calling and messaging
- Viber for audio calling and messaging
- Whatsapp for messaging
- Google Hangouts for audio and video calling and messaging

Even if you purchase a basic cell phone if abroad, you can use your smartphone’s Internet-based communications when you are connected to WiFi.

Be sure to check with your cellular provider to ensure that you may access the Internet on your phone without incurring mobile data costs. You’ll probably want to set your phone to Airplane Mode or turn Mobile Data OFF.
Keep in mind that high bandwidth services like Skype may not function as expected in areas with slow Internet connections.

**Laptops**

We strongly encourage you to bring your laptop computer to access the Internet and to complete coursework. Don’t forget to insure it!

**Technical Support**

Our on-site staff is not trained to offer technical support for personal laptops or to assist with hardware or software malfunctions or incompatibilities, though we will be able to direct you to local resources.

We cannot guarantee or support Internet in your housing, but Internet access is available at the IES Abroad Center and we will help you find convenient places that do provide Internet.

**Data Usage**

We do our best to maintain enough bandwidth for everyone at the Center to complete their academic work. We thank you in advance for limiting your internet data usage while at the Center and your housing, especially in regards to downloading non-academic files such as movies and music since this type of usage compromises the ability of other students to complete their online academic work. If you have questions about appropriate internet usage, the Center staff will gladly assist you.

**Internet Access**

The IES Abroad Berlin Center is equipped with wireless Internet access, approximately 25 PCs, one scanner, and two printers for student use during Center hours. You are encouraged to bring a laptop computer, if it is insured, for use at the Center and at other WiFi locations in the city. You will not be able to hook up laptops to the Center printers. It is recommended that you bring a USB flash drive on which to save documents and other personal data.
You can visit local Internet cafés, where Internet access is available for an hourly fee, and other WiFi hotspots throughout the city. These can be found at www.hotspot-locations.de.

**Mail**

Throughout your stay in Berlin, your mail should be addressed to the center address only (see below), where you will have a mailbox.

Jane Doe  
c/o IES Abroad Berlin  
Johanisstrasse 6  
10117 Berlin  
Germany

To send packages from the U.S. to Germany, the sender will have to list the value of the item(s) for customs:

- **Used Items** (e.g. clothes): If the items are used, for private use, and sent by a family member or friend (and not a company), no custom fees need to be paid. Print the following sentence on the package: “Gebrauchte Kleidung für Eigenbedarf als Student in Berlin.”

- **New Items**: If the sender states that the total value of the contents exceeds €45, the recipient of the package will have to pay customs duty of about 13% (more for electronics) of the declared value. To facilitate the process, it is advisable to include a receipt for all new items. You will have to pay customs fees even for small things like peanut butter, if they total over €45.

The most convenient and least expensive way is to ship items in sturdy cardboard boxes through the U.S. Postal Service. Check with the postal service for current size and weight limitations. We caution against using UPS or other courier-type services because all of their packages are checked by customs, and there have often been problems in the past with exorbitant customs duty and VAT (value added tax) being charged when the package arrives in Germany.

**Do not ship your laptop, camera, or other expensive items**—this incurs an exorbitant customs charge and may take the length of the semester to clear customs. Carry these items with you on the plane.
Do not send any medicine! It will be held in customs and either returned to the U.S. or destroyed.

IES Abroad is not responsible for returning packages and/or correspondence to you or to the sender if mail arrives for you after you have departed your IES Abroad program. Please notify friends/family to factor in shipping time as well as your program departure date to ensure that mail does not arrive for you after you have departed.

Customs


Shipping Precautions

- Shipping can be very expensive.
- Packages aren’t guaranteed to arrive, and IES Abroad cannot influence local custom rules.
- As fun as it may be to get packages from home, be prepared for potentially restrictive foreign customs and long delays.
- If friends and family want to send you packages, we recommend they use online retailers that deliver to your host city. For example, Teleflora and FTD both have international flower delivery options.
- If someone sends you a personal care package from the U.S. or elsewhere, they should indicate that the contents are “used personal items” and give them a low customs value to reduce the risk of high customs fees, though fees are always possible and often unpredictable.
- Most students find it’s easier to take everything they’ll need for their term with them, or plan to buy items they need while on the program.

Items Often Seized by Customs

We do not recommend shipping the following items because they are often seized by customs:
• Prescription items, including medications, glasses, and contact lenses
• Toiletries
• Electronics, including parts and accessories
• Homemade food items

Mailing Replacement Credit/Debit/ATM Cards

• Replacement credit/debit/ATM cards should be sent in a flat envelope delivered by a private carrier like FedEx or DHL.
• Do not include a replacement credit/debit/ATM card in a care package with other items. We don’t recommend one carrier over another—as long as the envelope is sent with a tracking number, the delivery should occur without significant problems or delays, though you may have to pay a customs fee.

Life in your City

City and Culture

Berlin was once called the heart of Europe, and it remains a significant center of European economic and cultural development. Situated between the East and West, Berlin is a mix of people from different cultures and social systems. People from all over the world have been calling Berlin home for many years. This unique mixture gives the city a kind of rough charm, which is particularly attractive to young people.

In this city of 3.5 million inhabitants, you will find one of the richest and most avant-garde cultural scenes in Europe: three opera houses, two symphony halls, and over 50 theaters (more than 20 of them state-subsidized) offer a dazzling choice for everybody’s taste, and at very moderate student prices. In reunified Berlin you will also find some of the most diverse museums in Germany. Countless art treasures and historical artifacts can be seen in the city’s 175 museums. Berlin offers some of the most exciting nightlife, with music venues, dance clubs, and countless clubs catering to a variety of tastes around the clock. Berlin is also a very cosmopolitan city and hosts numerous global congresses and exhibitions each year.

Besides offering a uniquely varied city life, Berlin is also surrounded by forests and lakes, with parks and resorts providing an array of recreational opportunities. You do not even have to leave the city to
Enjoy nature: rivers and canals, lakes, and forests can be found right within the city itself. By the way, Berlin has more bridges and canals than Venice!

Berlin is also perfectly situated for exploration of Central and Eastern Europe. Poland is only 50 miles away, a train to Prague takes only 5 hours, and a plane to Budapest takes 1½ hours.

**Intercultural Competence**

What you gain on your program will likely go beyond friendships, travel savvy, and academic achievement.

A global internship also provides you the unique opportunity to develop intercultural competence, the set of skills required to work and communicate successfully and appropriately with people from other cultures.

Here are a few ways you can develop intercultural competence.

- Be aware of your own cultural orientation and how it impacts your experience of and behavior in your new surroundings.
- Pay attention to the people in your host city, and try to recognize how their cultures impact their behaviors, communication styles, and reactions.
- As you get to know people in your new environment, ask them about behaviors and language that are appropriate in various situations.

Gaining intercultural knowledge and skills can help you to solve everyday problems more easily, to develop a deeper understanding and appreciation for your experience while you’re there, and to interact with diverse groups of people after you return home.

**Culture Shock**

As you know by now, this experience is extremely rewarding, but it can also be emotionally, psychologically, and even physically challenging. To help you navigate your experience, it may be helpful to familiarize yourself with the stages of culture shock that you may experience and reverse culture shock that you may experience after your return home as seen here: www.iesabroad.org/study-abroad/alumni/re-entry
CORE
Developing intercultural competence is not always easy, but we are here to support you! After you arrive, IES Abroad staff will help you to set appropriate goals for intercultural learning through our Comprehensive Orientation and Re-Entry Experience (CORE), which starts during on-site orientation. Take advantage of CORE to debrief the experiences you have in your new environment, and to learn from our staff and from other students about ways to engage the cultures that you encounter.

Meeting the Locals

Many students are initially discouraged when they arrive in Berlin, in a strange place, wanting to make new friends, but find themselves confronted with a sea of anonymous faces. Making friends with locals is often difficult, but well worth the effort. Germans believe in a large difference between acquaintances and friends; to become someone’s friend takes time. It is mainly up to you to take the initiative and join clubs or groups that will allow you to meet people. It is a good idea to join the Humboldt University events/activities, and some students find that their housing hosts provide a valuable introduction to the daily life of Berliners. The following is a list of observations and advice from former students about meeting the Berliners:

- Study abroad is not a spectator sport!
- Find a Sprachpartner through the Humboldt-Universität zu Berlin.
- Join a sport or dance class.
- Attend the HUB “Orbis” program for international students.
- Go rock climbing, dancing, or to a café.
- Do things with your German housemates.
- Participate in Humboldt University sports.
- Volunteer.
- Network: deepen each German contact you have; they lead to others.

In contrast to most colleges in the U.S., Humboldt University does not have a campus. Student dorms, university buildings, and other facilities are spread all over the city. This means not only that you have to learn to organize your day well, but also that it is more difficult to get to know people.
Nevertheless, you will soon discover plenty of opportunities for making contacts and finding friends. Of course, the simplest and best method is to spend as much time as possible **outside** the IES Abroad Berlin Center and to simply talk to **local** students. Instead of using the IES Abroad computer lab or library, for instance, you could use the facilities at Humboldt University which are only two blocks away.

### Public Transportation

Berlin and the surrounding areas are divided into three tariff zones (A, B, and C). Tickets (*Fahrkarten*) are available for two zones (AB or BC) or the entire zone (ABC).

- **AB:** valid within the Berlin city limits
- **BC:** does not apply to you (valid only in the outskirts of Berlin)
- **ABC:** valid in all zones (including Potsdam)

#### Einzelfahrkarte

This ticket is valid for two hours after validation and can be used on trams (*Strassenbahn*) and buses, as well as subway (U-Bahn), elevated (S-Bahn), and regional trains. You can transfer, but the ticket cannot be used for a return or round-trip.

#### Notes about tickets:

- All tickets are only valid when stamped (validated) at the beginning of the trip. Stamp machines (yellow or red boxes) can be found on the platforms to any train (U- and S-Bahn) as well as on buses and trams.
- There is a €40 fine for riding without a valid public transportation ticket. Controllers can be dressed in the typical BVG uniform or as civilians.

#### Where to buy a ticket:

- At counters at any train station
- At ticket machines on platforms to the U-Bahn or S-Bahn*
- At ticket machines on streetcars/trams*
- From the bus driver (with coins or a €5 bill ready)

*Not all vending machines take bills. We suggest you ask for about €5 in
coins (Kleingeld) when you change dollars into euros at the airport.

Currency

The German monetary unit is the euro (€). The euro is subdivided into 100 cents. There are eight euro coins denominated in 2 and 1 euros, then 50, 20, 10, 5, 2, and 1 cent(s). Each euro coin has a common European face and a face designed by each monetary member state. All coins can be used in every monetary member country. There are seven euro bills which are differently sized and colored in denominations of 500, 200, 100, 50, 20, 10, and 5. Visit www.xe.com or www.oanda.com for current exchange rates.

Handling Money Abroad

Before departing for Germany, change about $300 into euros in order to cover incidental expenses during your first few days. Euros can be purchased at large U.S. banks, American Express offices, and at most international airports in the U.S. and abroad. During your time abroad, plan to obtain local currency primarily using an ATM card linked to your home bank account.

Past students have found that fees for bank withdrawals may not be charged or may be reimbursed, depending on the bank that they were using in the U.S. We strongly recommend that you investigate and confirm fees for international withdrawals with your home bank before going abroad.

More cash purchases are made in Germany than in other countries. Many stores and retailers now accept credit cards; however, food is still paid for in cash and supermarkets generally do not accept credit cards. **Inquire whether you can use a credit card before attempting to make a purchase.**

ATM (Best option!)
When accessing a bank account through an ATM card, we recommend:

- Before departing, notify your bank that you will be using the card
for an extended period of time abroad, and inquire about usage fees and any special procedures that may be necessary to use your card abroad.

- If obtaining a new card, test your PIN number before departing.
- Give a family member access to the account in case of access problems.
- Link the card to a checking rather than a savings account.
- Bring a duplicate card in case the card gets damaged, lost, or stolen.

**Credit Card**
You may also make purchases and obtain cash advances using a credit card. Visa and MasterCard are the two credit cards most widely accepted internationally. Consider the following when bringing credit cards abroad:

- Before departing for Germany, notify your bank that you will be using the card for an extended period of time abroad, and inquire about any additional fees that may be associated with using your card abroad.
- Although accepted in many places, credit cards are not used as frequently in other countries as they are in the United States.
- Arrange for someone at home to pay your monthly balance.
- Using your credit card for a cash advance generally requires you to pay a finance charge and interest on the amount you withdraw, making a cash advance costly.

**German Bank Accounts**
Opening a German checking account may be a good option if you are studying abroad for a full year, but it is not recommended if you will only be in Germany for one semester. It can take several weeks to open a German bank account, and most students find it easier to simply withdraw money using an ATM card that is linked to their American bank account.

**Emergency Funds**
In case of emergency, such as the theft of your ATM or credit card, you should have an emergency plan for accessing funds. Money transfer companies, such as Western Union, are available throughout Europe and the U.S. Traveler’s checks are accepted in select locations in Germany, either in U.S. dollar denominations or in euros, but banks and exchange offices can charge significant fees. Do not send checks, cash, or endorsed traveler’s checks through the mail.
Financial Responsibility
It is essential that you and your family members realize that financial responsibilities above and beyond those outlined in the Form of Agreement and Waiver are your responsibility. IES Abroad’s general policy is not to provide students with personal loans. However, in case of emergencies (e.g., accidents, hospitalization) IES Abroad may be able to make cash advances or payments on your behalf.

Estimated on-site expenses

<table>
<thead>
<tr>
<th>Food &amp; Drink</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Groceries per week, if you cook every meal at home</td>
<td>€50-100</td>
</tr>
<tr>
<td>Breakfast at a restaurant</td>
<td>€5-8</td>
</tr>
<tr>
<td>Lunch at a restaurant</td>
<td>€5-12</td>
</tr>
<tr>
<td>Dinner at a restaurant</td>
<td>€10-25</td>
</tr>
<tr>
<td>Soft drink</td>
<td>€2-4</td>
</tr>
<tr>
<td>Coffee</td>
<td>€1-3</td>
</tr>
<tr>
<td>Meal at a university dining facility</td>
<td>€3-5</td>
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</table>

<table>
<thead>
<tr>
<th>Personal Necessity</th>
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<tbody>
<tr>
<td>Toiletries per week</td>
<td>€5-10</td>
</tr>
<tr>
<td>Laundry per week</td>
<td>€2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social Activity &amp; Entertainment</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Movie</td>
<td>€6-12</td>
</tr>
<tr>
<td>Theater performance</td>
<td>€8-20</td>
</tr>
<tr>
<td>Museum entry fee</td>
<td>€3-10</td>
</tr>
<tr>
<td>Fitness club membership per week</td>
<td>€20-50</td>
</tr>
<tr>
<td>Dance club cover charge</td>
<td>€5-10</td>
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</table>

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<thead>
<tr>
<th>Communication</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Internet use at a cyber café per hour</td>
<td>€2</td>
</tr>
<tr>
<td>Pre-paid International Calling Card</td>
<td>€10-30</td>
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<tr>
<th>TRANSPORTATION</th>
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</thead>
<tbody>
<tr>
<td>Monthly transportation card</td>
<td>€85</td>
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</tbody>
</table>
Community Involvement

Student Religious Communities
Berlin has many religious communities. Details will be provided onsite.

Cultural Institutes
Foreign cultural institutes are ideal places for meeting both foreign and German students. They also show un-dubbed films and organize readings, so you will have plenty of opportunities to do something for your cultural education as well. Programs are posted on the IES Abroad bulletin board.

Student Parties and Discos
Student services and departmental organizations arrange parties for first-semester students and semester-opening parties. Check the information boards at the various departments at the university. There is also a student club where regular dance parties take place.

Volunteering
Volunteer opportunities at Berlin schools are available through IES Abroad. Additional opportunities are available through the following local agencies:

- www.freiwillig.info
- www.freiwilligenagentur-wedding.de
- www.ehrenamtlich.de/berlin
- www.die-freiwilligenagentur.de

Sports & Fitness
Becoming involved in athletic activities can be an excellent opportunity for you to meet and interact with other Germans. In the past, IES Abroad students have joined local sports clubs for rugby, swimming, fencing, softball, American football, lacrosse, climbing, and running. Many Volkshochschulen also offer sport courses. Course catalogs can be found at the IES Abroad Center or at www.berlin.de/vhs/.

Running and Indoor Pools
Berlin is a great place for running and jogging because of its many parks. By far the most popular—because of its size and central
location—is the Tiergarten, though Treptower Park and the Volkspark Friedrichshain are also well-frequented. Practically every district in Berlin has an indoor pool for recreation and exercise.

**Fitness Centers**
Most private fitness centers require a minimum one-year contract, but some offer short-term contracts. The on-site staff at IES Abroad Berlin can help you identify them. There is no two-week grace period required by law in Germany; once you have signed a contract you are obligated to honor it. For this reason, always consult IES Abroad staff about any legal document that requires your signature.

**Diversity**

**Initiative to Diversify Education Abroad (IDEA)**

Our Initiative to Diversify Education Abroad (IDEA) strives to make studying abroad a learning experience accessible to all students, creating a student body that reflects the diversity of both the U.S. and U.S. college students.

We define a diverse student as someone who identifies as a racial/ethnic minority, first-generation college student, economically needy, LGBTQ, and/or is a student who has demonstrated a history of overcoming adversity (a physical or learning disability, for example). We hope the information here will answer some of the questions or concerns you might have.

If you have any questions or concerns, please feel free to contact our Diversity Director at 800.995.2300 or diversitydirector@iesabroad.org.

We are here to help you have the most enriching experience possible.

**Diversity Abroad**

There are few places where most of the population comes from one
national, religious, or ethnic group. At IES Abroad, our faculty, staff, and programs are committed to recognizing and acquainting students with the diversity that exists within Germany. IES Abroad students are continually provided with opportunities to explore the cultural richness of their host environment and learn about economic, social, and political status of local populations.

**Minority Students**

Students considered racial and ethnic minorities in the U.S. will still be part of a minority population in Germany. Although more than 90% of the population is German, the next largest population is Turkish followed by residents with Greek, Italian, Polish, Spanish, Russian, Croatian, and North African origins, all of which are quite visible in today’s population.

Intercultural tensions occur and, as is often the case, are sometimes visible. Students should be aware of such tensions, e.g. between Germans and Turks in certain areas of Germany—especially students of Middle Eastern background or of darker complexions. IES Abroad staff can provide information on support groups and cultural or social organizations in local ethnic communities.

**Sexual Orientation and Gender Identity**

Germany is progressive in its attitudes towards its LGBTQ population.

**Berlin**, tagged in many guidebooks as the epicenter of LGBTQ life in Europe, has a visible and open LGBTQ and LGBTQ-friendly population and community. Travel guides are readily available for LGBTQ students at tourist centers and official websites.

**Freiburg** has a small LGBTQ community but plenty of resources, including student groups, clubs and cafés and events such as the Freiburg Gay Film Festival. You will be provided with more details of the LGBTQ community and resources in Freiburg upon arrival.

Before leaving, it is important to reflect on the culturally-based ideas and definitions of sexual identity, and consider how your sexual orientation and gender identity may affect your relationships with residents of your host country. Furthermore, IES Abroad staff can provide resources to LGBTQ students about support networks and events in Germany.

**Religious Issues**

Germany has a history as a secular country. With the exception of the events of the early 20th century, Germany’s secularism has provided freedom for residents to practice and ascribe to a range of religions. You
can easily find a community of worship or practice. The CIA’s World Fact Book identifies approximately 34% of the population as Protestant and 34% as Roman Catholic. At approximately 3.7% and growing, Germany’s Islamic community is one of the largest in Western Europe. About 1% of its population is Jewish, and the remaining group is without an affiliation. All of these identities contribute to the religious mosaic that reflects Germany’s diverse populations. IES Abroad staff can help you find an appropriate local place of worship.

Physical Disabilities
Germany is conscientious in its goals to be accessible. Information is readily available about accommodations, routes, museums, and public transportation. Tourist centers can provide more detailed information.

Student Conduct

Code of Student Responsibility

The IES Abroad Code of Student Responsibility is based on the premise that our students are guests abroad. Students are expected to abide by the customs of the country in which they are studying and are legally subject to the same laws that govern local students. Students who participate in our programs are representatives of IES Abroad at all times for the duration of their enrollment. Any student who violates any policy outlined in the Code will be subject to administrative review and possible sanctions up to and including dismissal from the program. There are four parts to the Code of Student Responsibility: the Academic Integrity Code, the Academic Integrity Code Violation Review Process, the Student Code of Conduct, and Judicial Procedures. Systems for dealing with violations of these policies are outlined in detail in the online IES Abroad Student Handbook. It is in the best interest of all students to read and become familiar with these policies. The Code of Student Responsibility, the IT Policy, the Alcohol and Other Drug Policy, and the Student Sexual Harassment Policy can be found in your IES Abroad Student Handbook.

IES Abroad Alcohol and Other Drug Policy
The use of illegal drugs and the abuse of alcohol are seriously detrimental to one’s health and well-being. IES Abroad allows for the consumption of alcohol, within reasonable limits, by students who are of legal age in their host countries. Students who choose to consume
alcohol do so with the knowledge that they remain responsible for their actions at all times and are expected to drink responsibly. IES Abroad does not encourage the use of alcohol or condone any drinking patterns or behaviors that are detrimental to the health and welfare of the individual, IES Abroad, or the community. The possession, use, or distribution of any drugs that are considered by host country law to be illicit or illegal drugs or controlled substances is prohibited. Students are cautioned that ANY ALCOHOL OR OTHER DRUG INFRACTION WILL BE CONSIDERED A GRAVE VIOLATION OF POLICY AND WILL RESULT IN SERIOUS SANCTIONS THAT MAY INCLUDE DISMISSAL FROM THE PROGRAM. The complete Alcohol and Other Drug Policy can be found in the IES Abroad Student Handbook.
Contact Us

This section of your predeparture information gives detailed contact info for your IES Abroad Center and the IES Abroad Chicago office.

Chicago Contact Information

Who to Contact at IES Abroad
Your main contact at IES Internships before your program begins is your Program Advisor. You can reach your advisor at:

- internships@IESabroad.org
- 800.995.2300 or 312.944.1750

For questions about disability accommodations or medical concerns, contact the Dean of Students office at:

- studentaffairs2@IESabroad.org
- 800.995.2300 or 312.944.1750

Email application documents for IES Abroad scholarships to:

- scholarships@IESabroad.org

Chicago Office Hours
8:30 a.m.-4:30 p.m. U.S. Central Time, Monday-Friday

Chicago Office Address
IES Abroad
33 W. Monroe St., Suite 2300
Chicago, IL 60603 USA

Fax Number
312.944.1448

After-Hours Emergency Numbers
If you have an emergency before you depart for the program, call 800.766.7793 or 817.871.4100 to reach a Program Advisor at home. This number should also be used to report flight delays before you arrive in your host city.
If an emergency occurs after you arrive in your host city, your family can call 800.953.0171 or 812.355.3099 to reach a Program Dean at home.

**Center Contact Information**

**Center Address**
IES Abroad Berlin
Johannisstraße 6
10117 Berlin
Germany

**Center Phone Number**

<table>
<thead>
<tr>
<th>From</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>U.S.</td>
<td>(011.49) 30.280.0870</td>
</tr>
<tr>
<td>Germany</td>
<td>030.280.0870</td>
</tr>
<tr>
<td>Berlin</td>
<td>280.0870</td>
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**Center Fax Number**

<table>
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<th>From</th>
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</tr>
</thead>
<tbody>
<tr>
<td>U.S.</td>
<td>(011.49) 30.280.08715</td>
</tr>
</tbody>
</table>

**Center Hours**
9 a.m.—8 p.m. Mon-Thurs
9 a.m.—6 p.m. Fri.

*When no IES Abroad courses are in session:*
9 a.m.—5 p.m. Mon., Wed., Fri.
9 a.m.—8 p.m. Tues., Thurs

**Center Emergency Phone Numbers***

*If you are calling from:*
Germany, dial: **0 + number below**
Another European country, dial: **00.49 + number below**
From U.S., dial: **011.49 + number below**

<table>
<thead>
<tr>
<th>Name</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Katrin Arendt</td>
<td>176.2210.7731</td>
</tr>
<tr>
<td>Rolf-Dieter Staudt</td>
<td>176.2210.7728</td>
</tr>
<tr>
<td>Britta Tonak</td>
<td>176.2454.8533</td>
</tr>
<tr>
<td>Liane Wyschka</td>
<td>152.2662.1916</td>
</tr>
</tbody>
</table>
*The emergency contacts are on-duty staff members who speak English. Please remind friends and family not to use this number except in cases of real emergency and to consider the time difference between the U.S. and Germany.