

# FAQs for Fellows

1. What do I need to know about a Rachel Carson Center fellowship?	Page 1
2. How much funding should a Carson fellow expect?	
3. Will the Carson Center pay travel costs to and from Munich?	Page 2
4. Who do I contact for administrative purposes?	
5. How do I access my stipend? Do I need a German bank account?	
6. Where is the center located, and what kind of services can I expect?	
7. Will I have access to IT facilities such as a computer, printer, scanner etc.?	Page 3
8. Why have I been asked for a digital photo and short CV?	
9. Does the center have a library for fellows?	
10. What library resources, including electronic resources, will be available at the RCC?	
11. Who can I address for academic issues?	
12. Who can help me with English language editing?	Page 4
13. What events take place at the RCC?	
14. Are there any reading/discussion groups at the RCC?	
15. Will the RCC support/sponsor a conference that I would like to organize?	
16. What does the RCC expect from its fellows?	Page 5
17. Where and when do I need to register my residency?	
18. What is the difference between a visa and a residence permit?	
19. How do I apply for a residence permit?	Page 6
20. Can I bring copies of the required documents instead of the originals?	Page 8
21. Is there any de-registration procedure?	
22. Do I need a work permit?	
23. Will I need a visa? For which type of visa should I apply?	
24. Will the RCC help me with my visa application?	
25. Are there any visa requirements if I need to travel within Europe? What is the "Schengen Area"?	Page 9
26. Is it necessary to make arrangements for social security?	
27. What are the requirements for healthcare insurance? Is it possible to use travel insurance?	
28. Do I need to have private liability insurance?	Page 10
29. Will somebody from the Rachel Carson Center assist me in finding accommodation?	
30. What should I consider when looking for accommodation?	Page 11
31. How much does accommodation cost in Munich?	Page 12
32. Which are the closest/best neighborhoods to live in Munich?	
33. Does the university offer any housing for visiting scholars?	
34. How can I go about looking for accommodation?	Page 13
35. Do I need a special license or permission to drive a car in Germany?	
36. Can the RCC assist me in finding daycare/schooling for my child(ren)?	Page 14
37. Does LMU offer family assistance/support and if so, how much does it cost?	
38. Does LMU offer sports facilities, and if so, what are the costs?	
39. Does LMU offer German language courses and if so, what does it cost?	Page 15
40. May I have books and luggage sent to the center? What address should I use?	
41. Will the RCC pay for shipping my books/luggage back home?	

## What do I need to know about a Rachel Carson Center fellowship?

The Rachel Carson Center (RCC) is funded by the German Federal Ministry for Education and Research (BMBF). The RCC is a joint initiative of LMU and the Deutsches Museum in Munich. The goal of the center is to strengthen the presence of the humanities in current political and scientific discussions of international environmental issues. Fellows are expected to be in residence in Munich for the entirety of their fellowship; the RCC does not fund archival or field research trips.

The Rachel Carson Center awards grants to scholars from all around the world and of varying disciplines. Generally, the grants are issued for periods of three, six, nine, or twelve months. Longer fellowships may be divided into two shorter periods. The length of the fellowship is determined individually for each fellow depending on the fellows' needs and on availability of funding. Fellowships are very competitive; at least two committees review each application. Fellows are selected based on the strength of their proposal. Other factors are also taken into account, as we aim for a diverse group in terms of disciplines, nationalities, and gender.

The application deadline is usually 31 January of each year; successful applicants will be notified in mid-May. They may then begin their fellowships between September of that year and December of the following year.

Please consult the FAQs for a comprehensive overview of all aspects of the fellowship, such as stipend negotiation, moving to Munich, life at the RCC.

## How much funding should a Carson fellow expect?

Our fellowship stipends are negotiated individually and depend upon a variety of factors, including your current salary level, whether or not you are on sabbatical, the number of family members accompanying you, etc. In addition, we are subject to a myriad of strict regulations and limits from our funding agency, the German Federal Ministry for Education and Research. Some of these limits were set in 2009, and despite continued discussions, we have not been able to change them to account for factors such as inflation.

Fellows can either keep their salary—in this case the RCC pays for a replacement (teaching only) at the fellow's home institution—or they receive their fellowship stipend directly. Fellows will be asked to provide a suggestion for their stipend amount based on their needs and current situation and position.

It may serve as a point of orientation that the **gross** annual salary of a chair at a Bavarian university averages 75,000 euros, that of a tenure-track junior professor (with one or two book publications) is 68,000 euros, and that of a lecturer/assistant professor is ca. 55,000 euros per annum. Please note that these are the gross salaries and 40–50 percent of these wages are deducted for taxes, social security, and health insurance—all of which the RCC is not allowed to pay in a stipend. However, stipends are tax-free in Germany.

Important to consider in your financial plans is the cost of accommodation: furnished accommodation in downtown Munich is usually around 1,250 euros (studio apartment) to 2,000 euros (for a two bedroom apartment). Grocery shopping is relatively inexpensive in Munich and costs range between 400–800 euros per month, depending on the number of

people in the household. Public transportation is also quite reasonable—a monthly ticket costs about 50 euros.

### **Will the Carson Center pay travel costs to and from Munich?**

The Carson Center will pay for a ticket (second class railroad, economy class flight) for each fellow. If family members accompany the fellow for a period of at least three months, their travel costs will also be covered by the Center. Please note: the RCC can only cover the travel costs for family members if they arrive within the first two weeks of the fellowship.

### **Who do I contact for administrative purposes?**

The Carson Center's [managing director](#) and [office manager](#) will address all administrative questions, including visa issues, fellowship contracts, and the payment of monthly stipends.

### **How do I access my stipend? Do I need a German bank account?**

Each fellow receives half of their stipend upon arrival; the remaining amount is paid in monthly installments, at the end of each month.

Fellows have three options for the payment of their stipends:

1. Transfer to a German bank account—the fastest and most reliable option
2. Transfer to a foreign bank account—each transfer can take up to 8 weeks. Any applicable fees will have to be paid by the fellow
3. Cash payments (for fellows who stay 3 months or less)

### **Where is the Center located, and what kind of services can I expect?**

The RCC is located close to downtown Munich, and even closer to LMU's main building, the university library, the Bavarian State Library, and the main university cafeteria. We can be reached easily by public transportation; for example via subway lines U3 and U6. The subway station "Giselastraße" is located right next to the office building. The RCC consists of twenty-one offices on two floors, a reception area, two conference rooms, a library, a mail room, and a kitchen on each floor for fellows and staff. Most fellows share offices. Upon arrival, fellows will be given a key to the building, the office floor and their respective office. All offices are equipped with a desk, a personal locker, and a swivel chair for each individual, as well as book shelves, telephones, and computers. Printers, a scanner, photocopying machines, a fax machine, and office supplies are available in the mail room.

On arrival at the RCC, you will be shown to your office by a member of the administrative staff and you will be given a brief guided tour of the center.

### **Will I have access to IT facilities such as a computer, printer, scanner, etc.?**

The RCC's IT administrator supports fellows in regard to technical questions like setting up the computer, printer, etc. On arrival, fellows are provided with a network account, an email account, and access to the network printers. Fellows who bring their own laptops will receive help as far as possible. Fellows are advised to work on the RCC network and save their documents in their personal user folder on the RCC's shared drive.

### **Why have I been asked for a digital photo and short CV?**

The RCC publishes information about the fellows and their research on its website. Therefore, we ask future fellows to provide us with a short biography, a research outline, and a photograph well in advance of their arrival. This data will be used on the RCC website and/or for any RCC press releases. It will also be used to compile a general annual report which is important for the center's evaluation by the German Ministry of Education and Research.

### **Does the Center have a library for Fellows?**

The RCC has a small reference library that houses a collection of books in the fields of environmental humanities. Part of the greater university library system at LMU Munich, the RCC library currently holds approximately 2,400 books, 150 DVDs, as well as subscriptions to three leading journals—*Environmental History*, *Environment and History*, and *Global Environment*. Please note that the RCC library is a reference library, so all books need to remain on the premises. All fellows and staff are welcome to loan books and journals at any time, for a period of up to four weeks, to use in their offices. The RCC also appreciates donations to the collection.

### **What library resources, including electronic sources, will be available at the RCC?**

As a RCC fellow, you are entitled to a library card for the LMU university library, which can also be extended for use at the Bavarian State Library (which houses more than ten million publications). Both collections include a wide range of online journals and resources. A library card can be issued once you are registered at the Residence Registration Office in Munich (KVR). The RCC has its own library service that will manage your loan requests. The RCC Research Assistants will deliver books from Munich libraries (or through inter-library loan) to the center. The library service will also organize and collect newspaper articles and make photocopies (within reason). The members of the library service will introduce themselves upon your arrival to discuss further details.

### **Who can I address for academic purposes?**

Generally, the [RCC directors](#) are your point of contact for all academic queries. However, the Carson Center's administrative staff can also assist fellows with questions regarding academic activities and programs at RCC and other Munich institutions.

## **Who can help me with English language editing?**

The RCC's editorial staff is responsible for editing manuscripts that are published as part of the center's publication series. Above and beyond that, the center's editors may help fellows (e.g. with the preparation of papers) if they have time for this outside their main duties.

## **What events take place at the RCC?**

The Lunchtime Colloquium is the most regular and perhaps most central event in the [RCC calendar](#). During the university semester (October–February and April–July), this event is scheduled weekly on Thursdays from noon until 2.00 pm. Snacks are served before the lecture, giving fellows time to socialize with an interested public. Speakers from different disciplines are invited. They include Carson fellows and scholars from LMU Munich and other regional institutions. Every semester, speakers from other parts of Germany or from other countries are also invited.

In addition to these regular events, the RCC calendar has a huge variety of workshops, conferences, lectures, and film screenings that address all kinds of topics and audiences—not only in Munich but also abroad.

## **Are there any reading/discussion groups at the RCC?**

The “Works in Progress” meeting has become a fixture, as an unofficial fellows' colloquium that takes place once a week. Using pre-circulated manuscripts, the Carson fellows have the opportunity to discuss their ongoing scholarship with their peers. The fellows' colloquium is an internal discussion group and there are no formal presentations; participation is organized by the fellows themselves.

Above and beyond that, Carson fellows have the opportunity to set up their own reading groups and informal workshops. Past initiatives include workshops on cultures of risk (with Ulrich Beck as a special guest) and discussion groups on eco-utopias (with film screenings in the center's conference room).

## **Will the RCC support/sponsor a conference that I would like to organize?**

The fellowship is designed to give scholars the freedom to write a book or an article. If funding is available, the RCC will try to support panels or workshops that are organized by individual fellows or by groups of fellows. These workshops can take place in or outside Munich. They can take place during the fellowship or at a later point. Each project needs to be discussed with the directors—both in terms of theme and budget. If a workshop or conference proposal is accepted, the RCC's Events Coordinator will help with the organization and administration of the project.

## **What does the RCC expect from its Fellows?**

Fellows are expected to be in residence during their fellowship. Teaching, field work, and archival work will not be supported. Fellows are required to participate in the weekly lunchtime colloquia. Each fellow is required to present his or her research in the RCC lunchtime colloquium and is also encouraged to present at the Works in Progress sessions. We ask fellows to provide a short biography and project description for the RCC website. Fellows are required to acknowledge the RCC's support of their research in any publication that results from their stay here. They are also asked to donate a copy of their research to the RCC library. Any fellows who are able to donate a published work of their own for our in house library, which is dedicated to environmental topics, are warmly invited to do so.

## **Visa and Travel Requirements**

### **Where and when do I need to register my residency?**

Registration of residency (registering your address) in the city of Munich is mandatory for every fellow within one week of arrival. You can register your address at one of the six Residence Registration Offices in Munich (*Bürgerbüros*). You may choose the office that has the most convenient location for you. Registration is carried out without appointments during the opening hours and is free of charge. In case you need to apply for a visa or residence permit, you may want to go to the main KVR office (*Kreisverwaltungsreferat*) and do both at the same visit.

An electronic version of the registration form can be downloaded for printing. You will receive all necessary information—including a printed set of forms—after your arrival at the RCC. Online registration is not possible, as your personal signature is required by law. For further information, including the electronic form under “Downloads,” please see [http://www.muenchen.de/rathaus/home\\_en/Department-of-Public-Order/Registration-Deregistration](http://www.muenchen.de/rathaus/home_en/Department-of-Public-Order/Registration-Deregistration).

After registration, non-EU/EEA-Citizens who entered the country without a visa need to obtain a temporary residence permit (*Aufenthaltstitel*) at the Residence Registration Office within a period of three months.

### **What is the difference between a visa and a residence permit?**

Permission to enter and reside in Germany depends on the fellow's country of origin and his/her nationality. Citizens from certain countries (Australia, Canada, Israel, Japan, New Zealand, South Korea, and the USA) are allowed to enter Germany without a visa.

The residence permit is mandatory for all those (including EU citizens) staying for longer than three months. You can do this on the same day that you register your address—this permit is issued by the Foreign Resident Authority (*Ausländerbehörde*) where you can also register your address. In Munich, the Foreign Resident Authority is at the main municipal office, the '*Kreisverwaltungsreferat*' (KVR).

Since September 2011, short term residents can be issued an identification document in a bank-card-size format. The Electronic Residence Title has a photo of you as well as additional data saved on a chip.

If you are not from one of the above mentioned countries, you will need a visa to enter Germany. The visa can usually be obtained from German embassies or consulates in your home country. When registering your residency at the Munich Residence Registration Office after your arrival, your visa, which is only valid for entering the country, will be replaced by a residence permit.

### **How do I apply for a residence permit?**

Remember to apply for your residence permit as soon as possible after your arrival (within three months of arrival and at the very latest on the last day your entry visa is valid). It is now necessary to make an appointment to apply for a residence permit. Please bring all of the required documents, and note that the KVR is always very busy. From experience, we recommend you get there as early as possible and bring something to read—there's going to be a wait.

To make an appointment at the Foreign Resident Authority, please send an email including your name, date and place of birth, phone number, and reason for appointment to the address that corresponds to your last name initial:

A–D: [abh321.kvr@muenchen.de](mailto:abh321.kvr@muenchen.de)

E–K: [abh322.kvr@muenchen.de](mailto:abh322.kvr@muenchen.de)

L–R: [abh323.kvr@muenchen.de](mailto:abh323.kvr@muenchen.de)

S–Z: [abh324.kvr@muenchen.de](mailto:abh324.kvr@muenchen.de)

The KVR website can be accessed at:

[http://www.muenchen.de/rathaus/home\\_en/Department-of-Public-Order](http://www.muenchen.de/rathaus/home_en/Department-of-Public-Order)

### **Electronic Residence Title for Specific Purposes**

Since Sept 2011 even short term residents can get issued with a severely document with electronic additional function in bank-card-size. The Electronic Residence Title for specific purposes exhibits a chip with biometric attributes (photo and two fingerprints, collateral clause in context with the residence title and individual data.) Between application and delivery of the electronic residence title a waiting time between four and six weeks needs to be expected. Because of the fingerprints required, a personal meeting is necessary.

### **Data-Acknowledgement**

Because of the Electronic Residence Title for Specific Purposes and the bonded waiting time, most processes can only be handled after a date-acknowledgement.

You have the possibility to set up an appointment by writing an e-mail to the following address: [auslaenderbehoerde.kvr@muenchen.de](mailto:auslaenderbehoerde.kvr@muenchen.de)

Please include your last name, first name and date of birth as well as the reason for requesting an appointment and some possible times/dates.

### **Residence permit checklist**

- Completed form "*Antrag auf Erteilung bzw. Verlängerung eines Aufenthaltstitels*". It is available, without having to stand in line, at the Foreign Resident Authority in various languages. You will also receive a copy upon your arrival at the RCC.
- A valid passport.
- One passport photo (photo booth available at the KVR, photographer right across the street from KVR).
- Contract with the RCC (provides both proof of reason for visit as well as proof of financial support (*Finanzierungsnachweis*)).
- Proof of health insurance (must be German, if stay exceeds 6 months).
- Certificate of Residency, "*Meldebescheinigung*" (see "Registration in Munich").
- The residence permit is free of charge. Recipients of public funds are excluded from paying the fees.

### **Where to Apply for Your Residence Permit**

If you reside in the city of Munich, the Foreign Resident Authority:

*Kreisverwaltungsreferat (KVR), Amt für Ausländerangelegenheiten*  
Rupertstr. 19  
803337 Munich

Subway line (U-Bahn) U3 or U6, Station "Poccistraße"  
Bus line 31, Stop "Poccistraße"

**Special office** for foreign students/scholars ("*Studenten*" and "*Wissenschaftler/Forscher*")

#### **Office hours:**

Monday 7:30–12:00

Tuesday 8:30–12:00 and 14:00–18:00

Thursday 8:30–15:00

Friday 7:30–12:00

[http://www.muenchen.de/rathaus/home\\_en/Department-of-Public-Order/Foreigners-Office](http://www.muenchen.de/rathaus/home_en/Department-of-Public-Order/Foreigners-Office)

E-Mail: [auslaenderbehoerde.kvr@muenchen.de](mailto:auslaenderbehoerde.kvr@muenchen.de)

### **Can I bring copies of the required documents instead of the originals?**

Yes, but these documents **must be certified copies**. If these documents are not written in German or English, a certified translation by an accredited translator is required. Some original documents need to be legalized to ensure that these documents are issued by qualified authorities.

### **Is there any de-registration procedure?**

At the end of the fellowship period at RCC, fellows need to de-register at the Residence Registration Office. You will be asked to fill out a form which can be sent to KVR via fax or mail.

### **Do I need a work permit?**

Recipients of RCC fellowship stipends do not require a work permit for the duration of their stay.

### **Will I need a visa? For which type of visa should I apply?**

#### EU/EEA Citizens

If you are a citizen of an EU or EEA (Iceland, Liechtenstein, Norway) country, you do not need a visa or permit to enter Germany. These fellows only need a valid passport to enter and reside in Germany. It is sufficient to register your address at the Registration Office upon arrival in Munich and if you are staying longer than three months at the RCC, obtain a residence permit.

#### Non-EU Citizens

If you are a citizen from outside of the European Union, you will need a visa or permit to enter Germany. Please follow this link to find a detailed list of countries and to find out whether you need a visa for visits to Germany and the Schengen states:

[http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Visabestimmungen\\_node.html](http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Visabestimmungen_node.html)

Please note: If you are a citizen of Australia, Canada, Israel, Japan, New Zealand, the Republic of Korea and the United States of America you may obtain your residence after entering Germany, without applying for a visa first.

### **Will the RCC help me with my visa application?**

If you are required to apply for a visa, you must apply for it at a German embassy in your home country before arriving in Germany. The RCC does not apply for and arrange permits and visas for its fellows. The RCC will issue an invitation/confirmation letter for you to apply for a visa at the German embassy in your home country before departure **upon request**. You should inquire at the German embassy or consulate in your home

country about rules for entering Germany, and the application process for a multiple-entry visa that permits a longer stay and that includes, where applicable, your spouse and/or children. The visa you receive for Germany also grants freedom of travel throughout the entire European Union. Keep in mind, though, that a visa is not a residence permit. In contrast to a visa, a residence permit must be applied for after your arrival in Germany.

Please follow this link for more information:

[www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/StaatenlisteVisumpflicht\\_node.html](http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/StaatenlisteVisumpflicht_node.html)

### **Are there any visa requirements if I need to travel within Europe? What is the 'Schengen Area'?**

Countries that have signed the Schengen Treaty have generally abolished passport and border control between their countries. This means that you can travel around Europe (only by car, bus or train) without any special visa requirements. The Schengen Treaty was signed by: Austria, Belgium, Czech Republic, Denmark, Estonia, Germany, Finland, France, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxemburg, Malta, the Netherlands, Norway, Poland, Portugal, Slovak Republic, Slovenia, Spain, Sweden and Switzerland.

However, border controls may at times be reinstituted, so always carry your passport when leaving Germany.

## **Insurance**

### **Is it necessary to make arrangements for social security?**

In Germany, social security covers health insurance, pension schemes, unemployment benefits, and nursing care insurance. It is usually mandatory for everyone who lives and works in Germany.

Fellowships at the RCC are exempt from compulsory social security payments in Germany with the exception of health insurance, which fellows must have. Therefore, it is very important that fellows maintain their legal, social, and professional position/status in their home country.

Fellowships are also exempt from taxation, as the RCC fellowship stipend is tax-free in Germany. Fellows should find out whether a fellowship paid in Germany is subject to taxation in their own country.

### **What are the requirements for healthcare insurance? Is it possible to use travel insurance?**

In Germany, health insurance (*Krankenversicherung*) is mandatory for fellows and accompanying family members. Medical treatment in the event of a serious illness or accident in Germany must be covered. In the case of pre-existing illnesses, you should equip yourself with all the necessary medication in your own country because, as a rule,

such conditions are not covered by insurance in Germany, and patients must pay these expenses themselves. It is advisable to contact your insurance provider before entering Germany, so that any problems can be dealt with in advance and to make sure you are covered by insurance from the very first day. In order to issue a residence permit, the local authorities require proof that you are covered by medical insurance.

First of all, check whether or not your insurance at home will cover medical and hospital expenses during your stay in Germany. Your insurance company must then confirm in writing that your insurance is valid in Germany, too. If your insurance cover is not adequate, you will have to take out an additional insurance policy. This also applies to travel insurance.

In Germany, there are both private and public health insurance companies. Fellows are only eligible for private insurance coverage. Fellows requiring health insurance will find essential information here: <http://www.h-weissenbach.de/produkte.php> or <http://www.ishcp.de/>, or <https://www.mawista.com/en/>

### **Do I need to have private liability insurance?**

It is not mandatory, but you might consider getting a third-party private liability insurance (*Haftpflichtversicherung*). It will cover you or any insured member of your family in the event that you commit an act for which a German court would consider you ordinarily negligent.

Under German law, there is no limit on the level of damages an individual could have held against them for an act they have committed—even an unintentional or innocent act resulting from carelessness.

Ordinary negligence could be a simple matter of damaging someone else's property, for instance knocking over a vase in a shop, causing an accident as a pedestrian by not crossing at the pedestrian crossing, or causing bodily injury whilst skiing or engaging in other sports activities. This essential insurance is intended to give you more than just peace of mind, and is strongly recommended and often contractually required when you lease property.

Any damage claims can be distressing, and a high level of coverage (we suggest ten million euros for a family) costs relatively little (around 20 euros for a family, 10 euros for a single person).

## **Accommodation and Living in Munich**

### **Will somebody from the RCC assist me in finding accommodation?**

The Rachel Carson Center does not provide its fellows with housing. Fellows are required to organize their own accommodation. However, the RCC is happy to provide fellows with advice, including an information sheet with useful links, when searching for suitable accommodation. Upon acceptance, the RCC will also send you a comprehensive housing guide and will provide basic assistance in finding an apartment. Munich's desirability as a residential location is reflected in the housing market and its prices. But even here, with a little patience, it is possible to find a suitable place to live.

You can also find more information about the housing market in Munich here:  
<http://www.muenchen.de/int/en/themen/accommodation-residents/rental-lease.html>

The website of the City of Munich provides an introduction to the twenty-five different city districts. This overview is helpful to gain a first impression of each district's pros and cons as residential areas. LMU Munich and the RCC are located in the Maxvorstadt district. (<http://www.muenchen.de/stadtteile.html>)

For information on the twenty-five city districts of Munich, please see:  
<http://www.muenchen.de/int/en/themen/accommodation-residents/boroughs-infrastructure.html>.

### **What should I consider when looking for accommodation?**

In Germany, empty, partially furnished, and fully furnished apartments may be available. Empty apartments really are empty: no furniture, lamps, curtains or, in many cases, not even kitchen fittings, sink, or appliances. Partially furnished apartments have at least some furniture, and sometimes even a completely equipped kitchen. Usually, however, German apartments are leased unfurnished. Single rooms and rooms in student dormitories are usually furnished, so be sure to check advertisements carefully or enquire by phone for places you are interested in.

When you lease an apartment, you can expect to pay a deposit sum equivalent to one- to three-month's rent. However, this payment will be returned to you—with interest—when you move out, provided you leave the apartment in its original condition.

An apartment is considered leased as soon as you and the landlord have both signed the lease agreement. With your signature, you are legally bound to recognize the points covered in this contract. Therefore, it is extremely important to read this very extensive document and all its provisos very carefully—including the small print—before you sign.

In particular, a lease agreement covers the price of rent, additional costs, periods for giving notice, payments for any necessary repairs, payments for cleaning and refurbishing before moving out, the period of the rental agreement and conditions for any raise in rent. In addition, it can also contain special agreements (such as the use of yards, parking spaces etc.). If you do not understand parts of the lease agreement, or have the feeling you are being given unusual demands, feel free to seek the help of the RCC's administrative team.

Before moving into an apartment you have decided to rent, make sure to arrange an appointment with your landlord at the property for the official transfer of the apartment. At this meeting together you can inspect the apartment for any flaws (cracks, stains, wear, damage, etc.). Record **all** damages in writing, even if they appear minor. Otherwise, you risk losing part of your deposit as payment for repairs when you move out because the assumption will be made that these damages were caused by you. Your list of damages should be co-signed by the landlord and remain in your possession.

For further information on living and renting an apartment in Munich please see:

- [www.muenchen.de/int/en/living.html](http://www.muenchen.de/int/en/living.html)
- [www.toytowngermany.com/wiki/Apartments\\_in\\_Munich](http://www.toytowngermany.com/wiki/Apartments_in_Munich)

## How much does accommodation cost in Munich?

Munich is Germany's most expensive city for leasing an apartment. You can expect to pay around eighteen euros per square meter (or even more), whereas in small towns or suburbs, prices decrease to around twelve to fourteen euros per square meter. With the exception of the administrative districts (*Landkreise*) of Munich and Starnberg, rent prices are comparatively low in all neighboring districts. The most expensive city districts for property rental are currently the city center, Ludwigvorstadt-Isarvorstadt, Maxvorstadt, and Schwabing.

Standard rent prices usually refer to the so-called *Kaltmiete*, the base rent which does not include utilities such as the cost of electricity, water, heating, and waste disposal. These must be paid separately. For furnished rooms, these extra costs are usually included in the so-called *Warmmiete*. When reading descriptions, check for these words, or just *kalt* or *warm*, "KM" or "WM." Make sure to ask about additional utility costs called *Nebenkosten* when inquiring about an apartment.

The RCC maintains a list of furnished apartments near the Center and aims to pass these apartments from one fellow to another. You can expect to pay the following for a centrally located, furnished apartment:

- Studio—ca. 1,250 euros per month
- 1 Bedroom—ca. 1,600 euros per month
- 2 Bedroom—ca. 2,000 euros per month

If you are willing to live a bit farther away from the RCC and use Munich's excellent public transportation system, you will find much more reasonably priced accommodation.

## Which are the closest/best neighbourhoods to live in Munich?

For more information about city life in Munich you might want to check the following link: [www.muenchen.de/Stadtleben/Education\\_Employment/7807/index.html](http://www.muenchen.de/Stadtleben/Education_Employment/7807/index.html)

For more information about Germany: [www.tatsachen-ueber-deutschland.de/en/](http://www.tatsachen-ueber-deutschland.de/en/)

There is also a website specifically designed for English speaking expats in Germany, with a special site for Munich: [www.toytowngermany.com](http://www.toytowngermany.com)

## Does the university offer any housing for visiting scholars?

IBZ Munich, the International Congress Center of LMU, offers forty-three apartments for foreign guests in a central location (Amalienstraße 43). However, apartments are usually booked more than a year in advance. The RCC will be happy to put you in direct contact with the administrators of IBZ and LMU to inquire about vacancies.

## How can I go about looking for accommodation?

As in other major cities, finding housing, especially near to universities, can be difficult and frustrating. There are several ways of looking for housing, for example you can try checking the advertisements for rentals in one of the local newspapers. A comprehensive range of properties available to rent can be found in the Wednesday and Friday print editions of the Süddeutsche Zeitung. Advertisements can also be viewed online at: <http://immobilienmarkt.sueddeutsche.de>.

Experience has shown that placing your own advertisement can be successful. Many property owners like to select their own future tenants. You can place an advertisement by e-mail to: [anzeigenannahme@sueddeutsche.de](mailto:anzeigenannahme@sueddeutsche.de) or online (only in German) at: <http://anzeigen.sueddeutsche.de>.

Another good place to start your apartment hunt is Immobilienscout24: <http://www.immobilienscout24.de/>

The more expensive way to find an apartment is to use the services of an agent. Their fee is usually the equivalent to two-month's rent.

### Examples of online services include:

- Mitwohnzentrale - Furnished accommodation in Germany  
[www.mitwohnzentrale.de](http://www.mitwohnzentrale.de)
- Flathopper - Furnished housing  
<http://www.flathopper.de/en/temporary-accommodation/>
- Home Company - The Portal for short-term accommodation  
[www.homecompany.de/en/start.htm](http://www.homecompany.de/en/start.htm)
- WG-Gesucht - Apartments/shared apartments  
[www.wg-gesucht.de/en/](http://www.wg-gesucht.de/en/)
- Statt-Hotel - Private lodgings in Munich  
[www.statthotel.de/home.html](http://www.statthotel.de/home.html)
- Mr. Living  
[www.mrliving.de](http://www.mrliving.de)
- Mr. Lodge  
[www.mrlodge.de/eng/home.htm](http://www.mrlodge.de/eng/home.htm)
- AirBNB  
<https://www.airbnb.com/>

## Do I need a special license or permission to drive a car in Germany?

### EU/EEA Citizens

If you have a valid driver's license issued in an EU country or EEA countries (European Economic Area, including Liechtenstein, Iceland, and Norway), then it is also valid and

applicable in Germany too. Violations of the foreign driving license will be punished as driving without license by German law (§ 21 StVG).

### Non-EU Citizens

After registering your residence in Germany, your driver's license will be valid for six months. An extension of the validity for another six months is possible if your stay in Germany is unlikely to exceed twelve months. Otherwise, you will need a German driver's license. Depending on your home country, your foreign license will then either be traded for a German version or you will need to pass a driving test in Germany. It is necessary to carry an international driver's license or a notarized translation of your foreign driver's license to prove that you have permission to drive.

### Can the RCC assist me in finding daycare/schooling for my child(ren)?

There are a number of daycare and kindergarten options for young children as well as schooling options for older children, but places can be hard to come by. As a fellow at the Rachel Carson Center, you are entitled to get assistance in finding daycare and schooling for your children from the LMU's *PME Familienservice*. The RCC's administrative team will put you into direct contact with the *PME Familienservice* to find the most suitable option for your specific situation.

To request the support of the *PME Familienservice*, the fellow will need to fill out a request form provided by the RCC's administrative team. A copy of the fellow's passport must be forwarded along with the request form. Upon acceptance of your fellowship, you will also receive a guide from the RCC on bringing the family to Munich.

### Does LMU offer family assistance/support and if so, how much does it cost?

RCC fellows are eligible to use the services of *PME Familienservice* regarding childcare and schooling. Fellows bringing children with them to Munich will be put into contact with a representative of PME by the RCC's administrative team upon request (<http://www.familienservice.com>). The costs for the LMU services vary and must be covered by the fellows themselves. Though in some cases, the RCC can cover the childcare costs.

Please contact the RCC administrative team as soon as possible if you need more information on moving with kids to Munich.

### Does LMU offer sports facilities and if so, what are the costs?

The RCC fellows are entitled to use several sporting facilities at LMU Munich for a nominal fee organized by Central University Sports (*Zentraler Hochschulsport*, ZHS). ZHS issues a program twice a year (<http://www.zhs-muenchen.de>). The costs for LMU services must be covered by the fellows themselves.

Leo's Sports Club is located on the ground floor of the office building; LMU (RCC) members are eligible for a discount.

### **Does LMU offer German language courses and if so, how much do they cost?**

DKFA (*Deutschkurse für Ausländer bei der Universität München e.V.*) is one of the largest language-teaching and test centers in Munich and offers courses in German as a foreign language in close cooperation with LMU Munich (<http://www.dkfa.de/english/home>). The fellows must cover the costs for LMU services themselves.

The RCC also offers German language conversation courses in-house on a weekly basis. You will receive more information upon your arrival.

### **May I have books and luggage sent to the RCC? What address should I use?**

It is of course possible to ship some of your personal belongings to the RCC prior to your arrival. Please note that the contents of parcels sent by mail should be indicated for customs (used books, clothing, household items, etc.).

The parcels should be addressed to yourself at the following address:

c/o Rachel Carson Center  
Leopoldstrasse 11a  
80802 Munich  
Germany

Any costs charged by customs will be advanced by the RCC. Fellows will be billed for these costs after arrival.

### **Will the RCC pay for shipping my books/luggage back home?**

Unfortunately, this is not possible. We will be happy to help you organize necessary parcels and customs forms however. You can send them either via FedEx (<http://www.fedex.com/us/shipping/>) or DHL (<https://www.dhl.de/en/paket/pakete-versenden.html>).