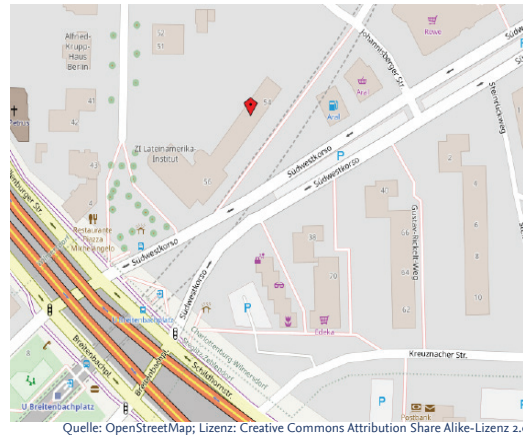


LIST OF MAIN LIBRARIES IN BERLIN

Library	Address	Opening-hours	BVG stop
Philological library (FU Berlin)	Habelschwerdter Allee 45	Mon - Fri: 9 am - 10 pm Sat - Sun: 10 am - 8 pm	U3 „Freie Universität“/ U3 „Dahlem Dorf“
University library (FU Berlin)	Garystraße 39	Mon - Fri: 9 am - 8 pm	U3 „Freie Universität“
Library of the Ibero-american Institute	Potsdamer Straße 37	Mon - Fri: 9 am - 7 pm Sat: 9 am - 1 pm	U2, S1, S2 „Potsdamer Platz“
Staatsbibliothek (Berlin State Library)	Potsdamer Straße 37	Mon - Fri: 9 am - 7 pm Sat: 9 am - 1 pm	U2, S1, S2 „Potsdamer Platz“
	Dorotheenstraße 27	Mon - Fri: 9 am - 9 pm Sat: 10 am - 7 pm	S5, S7, S75, S1, S2, U6 „Friedrichstraße“
University library (HU Berlin)	Geschwister-Scholl-Straße 1/3	Mon - Fri: 8 am - 12 am Sat - Sun: 10 am - 10 pm	S5, S7, S75, S1, S2, U6 „Friedrichstraße“
University library (TU Berlin)	Fasanenstraße 88	Mon - Fri: 9 am - 10 pm Sat: 10 am - 6 pm	S5, S7, S75, U9, U2 „Zoologischer Garten“

LATEINAMERIKA-INSTITUT (LAI) INSTITUTE FOR LATIN AMERICAN STUDIES FREIE UNIVERSITÄT BERLIN RÜDESHEIMER STR. 54-56 14197 BERLIN

The institute is located directly at the subway stop „Breitenbachplatz“. In order to get there, you have to take the subway line U3, or take the bus lines 101, 248, 282 or N3.



The best way to look for a route is to use the journey planner from the Berlin Transportation Company BVG. Hint: There is free Wifi at almost every subway station!

To request further information or if you have any other questions, please do not hesitate to contact us at:

**PD DR. MARTHA ZAPATA GALINDO
MARIANA PÉREZ GARCÍA / MAXIM KARAGODIN
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14197 BERLIN
TEL.: +49 (0)30 838-905837
EMAIL: INTERNATIONAL@LAI.FU-BERLIN.DE**

Guide for International Scholars & Students

ZI Lateinamerika-Institut (LAI)



First registration for temporary enrollment

Q: I have arrived in Berlin and plan on enrolling at the Freie Universität. Where should I register?

A: Please register at Studierenden-Service-Center, Iltsstr. 4, 14195 Berlin (subway station: U Dahlem-Dorf).

Q: Which documents should I bring with me?

A:

- Invitation letter;
- passport;
- copy of health insurance
- approx. 300 EUR for social fees and Semesterticket

You will receive a ZEDAT-Account which is necessary to receive access to the digital infrastructure and the internet. If you have not received your account automatically, apply for one (see "ZEDAT-Account").

Cafeteria & Mensa

Q: How can I pay at the cafeteria?

A: For that matter, you should use the multifunctional MensaCard which can be generally used for the following purposes:

- Deposit card for the cafeteria. You cannot pay in cash in most of the cafeterias. Ask first if it is possible to pay in cash at the cafeteria of your choice;
- Opening and locking device for library lockers;
- Card for printing and photocopying.

Internet access (wireless network eduroam)

Q: How can I set up internet access on my e-devices?

A: Please, follow the instructions in the manuals below; you can download the corresponding manual for a specific device and operating system from this webpage:
www.zedat.fu-berlin.de/WLAN

Q: How do I set up my ZEDAT account (including email service, internet access and Blackboard)?

A: If you have not received an account automatically, follow these steps:

1. Download and fill out this form: <https://www.zedat.fu-berlin.de/pub/ZEDAT/Antragsformulare/std-account-gast.pdf>
2. Hand in the form and prove your identity with your passport at: Benutzerservice Silberlaube JK27/133 (Habelschwerdter Allee 45, 14195 Berlin) from Monday to Friday, 10 am - 4 pm.

To enroll officially in a course as an exchange student, you will have to personally contact the respective course instructor in the beginning and (if required) get a (graded) certificate of achievement signed at the end of the semester.

Blackboard link (E-Learning): <https://lms.fu-berlin.de/>

Workspace (important: ZEDAT account is necessary)

Q: Am I entitled to a workspace as a scholar?

A: You cannot apply for a workspace unless you have a working contract with our institution. If you cannot work at the local libraries and are staying for a longer period at the LAI, contact us at: international@lai.fu-berlin.de. When staying for a shorter period at the LAI, you are welcome to use our E-Learning facility in room 202.

Q: Where can I work, study and surf the internet as a student?

A: As a student, you are welcome to use our E-Learning facility in room 202 (LAI, Rüdeshheimer Str. 54). For all guests there is an option to use the computers in the main building of the Freie Universität (U3 „Dahlem-Dorf“ or U3 „Freie Universität“)

Public transportation

You can use the routemap of the Berlin Transport Company BVG to get an idea about how to get around the city; type in your query in the journey planner on this webpage: <http://www.bvg.de/en/>

STUDENTS: After your successful enrollment at the Student Service Center you will be issued a Semesterticket, valid for the entire summer or winter term within the zones ABC. Students leaving at least two months before the semester ends can be refunded for the months not used.

SCHOLARS: Depending on the length of your stay in Berlin you can purchase following tickets:

- **Single ticket AB** ("Einzelfahrschein"): 2,80€ (Valid for two central zones A and B in Berlin for a maximum of two hours);
- **Day ticket AB** ("Tagesticket"): 7,00€ (Valid for two central zones A and B in Berlin until 3:00 am of the following day; you can travel as often as you want.);
- **7-Day-Ticket AB** ("7-Tage-Karte"): 30,00€ (The 7-Day-Ticket is valid for seven consecutive calendar days. Validity begins on the first day of the validity period printed on the ticket or from the time of validation and ends on the seventh calendar day, at midnight; for example, from validation at 9.30 a.m. on a Tuesday until midnight on the following Monday. Valid for two central zones A and B);
- **Monatskarte VBB-Umweltkarte AB:** For a price of 81,00€, you can purchase a ticket which allows you to travel as often as you want during 30 days within the zones A and B. This ticket is purchasable exclusively on the BVG webpage or at ticket machines in German.