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Dear Student,

In 2016, we decided to switch from German to English as our instruction language on the master’s program level.

We are happy that so many students from all over the globe chose HMKW as the stepstone in their career path.

We know how important the step is to enter one’s graduate studies, and what responsibility comes with it. Therefore, we will give our best to make you feel welcome and to push you, and thereby all of us, the next step forward, onto the next level.

We are looking forward to meeting you soon, in Berlin!

Klaus-Dieter Schulz                                          Ronald Freytag
President                                                   Chancellor
# II. Academic Calendar and Schedule

## 1. Academic Calendar

<table>
<thead>
<tr>
<th>Winter Semester</th>
<th>01 October 2018 - 31 March 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matriculation Ceremony:</td>
<td>08 and 09 October 2018</td>
</tr>
<tr>
<td>Lectures:</td>
<td>08 October 2018 - 01 February 2019</td>
</tr>
<tr>
<td>Self-Study Period:</td>
<td>04 February 2019 - 08 February 2019</td>
</tr>
<tr>
<td>Exams:</td>
<td>11 February 2019 - 22 February 2019</td>
</tr>
<tr>
<td>Semester Holidays:</td>
<td>23 February 2019 - 07 April 2019</td>
</tr>
</tbody>
</table>

The University remains closed between 24 December 2018 and 04 January 2019.

<table>
<thead>
<tr>
<th>Summer Semester</th>
<th>01 April 2019 - 30 September 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lectures:</td>
<td>08 April 2019 - 19 July 2019</td>
</tr>
<tr>
<td>Self-Study Period:</td>
<td>22 July 2019 - 26 July 2019</td>
</tr>
<tr>
<td>Exams:</td>
<td>29 July 2019 - 09 August 2019</td>
</tr>
<tr>
<td>Semester Holidays:</td>
<td>10 August 2019 - 06 October 2019</td>
</tr>
<tr>
<td>Bank Holidays in Berlin:</td>
<td>Friday, 19 April 2019 (Karfreitag)</td>
</tr>
<tr>
<td></td>
<td>Monday, 22 April 2019 (Ostermontag)</td>
</tr>
<tr>
<td></td>
<td>Wednesday, 01 May 2019 (Tag der Arbeit)</td>
</tr>
<tr>
<td></td>
<td>Thursday, 30 May 2019 (Christi Himmelfahrt)</td>
</tr>
<tr>
<td></td>
<td>Monday, 10 June 2019 (Pfingstmontag)</td>
</tr>
</tbody>
</table>
II. Academic Calendar and Schedule

2. Schedule

Your weekly schedule will be published closer to the start date of your study program.

3. Electives During your First Term

The compulsory elective form was sent to you with your acceptance letter. If you haven’t done so yet, please remember to return your elective form as soon as possible. Your courses will then be organized by our Examination Office and made available with your class schedule.
III. Recommended Reading List

1. Reading List

In preparation for your M.A. study program we will assemble a list of books and reading materials intended to help familiarize you with the range of concepts and topics covered over the duration of the study program. Before beginning the program, we suggest you to get familiar with the literature. The list of books will be published shortly.
1. Intranet

The HMKW intranet which is called TraiNex serves as a blackboard for students as well as faculty and provides news, information, homework assignments, course material, schedules etc. Shortly, you will receive additional information on how to access the intranet, together with your user name and password.

Your schedule will be updated periodically until the start of the semester, so please remember to check the intranet regularly for news and updated schedules.

How to change TraiNex to English:

1. go to your browser and enter: http://hmkw.trainex24.de

You will see this welcome screen.

2. enter your login data you received in your emails and choose the right location of the HMKW campus.

3. click „Anmelden“.
IV. Intranet (TraiNex)

4. Once you see this page, click „privat“ in the top navigation menu.

5. Click „daten“ in the navigation menu on the left.

6. Scroll all the way down to the bottom of the page.

7. Click „English“ and confirm by clicking „Persönliche Daten jetzt aktualisieren“ below and reload the page.

You should be able to see the navigation etc. in English now.
V. Orientation and Location

1. Berlin

Being the capital of Germany, Berlin has much to offer. If you are interested in finding out more about Berlin, you can refer to the following official websites:

The Official Website of Berlin:
https://www.berlin.de/en/

Airport:

Public Transportation System:
http://www.bvg.de/en

2. Visa Information

Applicants for university studies/students from the following countries do not require a visa to enter Germany:

1. European Union
2. EEA states: Iceland, Liechtenstein, Norway
3. Switzerland
   as well as:
   • Andorra
   • Australia
   • Brazil
   • Canada
   • El Salvador
   • Honduras
   • Israel
   • Japan
   • Monaco
   • New Zealand
   • San Marino
   • South Korea
   • USA
V. Orientation and Location

If you’re not a citizen of one of these countries (in the previous list) you need to apply for a visa. Please mind that you need to apply for a student’s visa or for a visa as an applicant for a university (D Visa). Do not enter Germany with a tourist visa since you will not be able to convert it to a residence permit once you are in Germany.

Please note that it might take several months for a visa to be issued, so please make sure that you apply well in advance.

In the event that a visa is necessary we will be happy to provide you with a letter stating your acceptance to the program to present for visa consideration. You will also need a proof of finance showing that you are able to cover your living expenses for the first year in Germany (excluding study fees). At the moment, you need to have 720 EUR per month which comes to a total of 8,640 EUR.

Proof of financing can be shown in different ways. The following are possible:

- Your parents submit appropriate statements of income and assets.
- Someone living in Germany guarantees the Aliens Department that they will bear the costs for you.
- An amount is deposited as security on a blocked account.
- You provide a bank guarantee with your current balance statement.
- You receive a scholarship from a recognized grantor.
- You receive financial support according to the German student’s financial aid program (BAföG, or other student loans / grants).

Please contact the German embassy in your country or your embassy in Germany for more information.

You can find further information on how to open a blocked account on the following sites:

Sparkasse: https://www.sparkasse.de/themen/studiumblocked-account.html

Fintiba is a start-up assigned by Sutor Bank.
https://www.fintiba.com/

3. Seminar Location
1. Useful Links

Fully furnished single and double student apartments including cleaning service, bed linen and towels in Kreuzberg.
Website: bwk-apartments.de

Fizz: Student residence in Berlin
Website: www.the-fizz.com/student_accommodation/locations/berlin.html

Single and shared apartments and student residences
Website: https://www.uniplaces.com/de/accommodation/berlin (HMKW students get a discount of 25% on service fee)

Insider Apartments: Rooms in shared apartments and one-bedroom apartments
Website: www.insiderapartments.com

Spot A Home: Housing for international students
Website: https://www.spotahome.com/berlin

Berlin Craigslist: Housing in Berlin
Website: berlin.craigslist.de/search/hhh?lang=en&cc=gb

City Wohnen: Apartments in Berlin and Hamburg
Website: www.city-wohnen.de/eng/

Deutsches Studentenwerk: Student accommodation
Website: www.internationalestudierende.de/en/prepare_your_studies/accomodation/student_accomod_ation/

EasyLiving: Single and shared apartments
Website: www.easy-living4u.de/en

Spotahome: Single and shared apartments
https://www.spotahome.com/

Easy WG: Flatshare with a smile
Website: www.easywg.de/?l=1

Freie Universität Berlin: Student Dorm
Website: www.fubis.org/en/unterbr/wohnheim/index.html
VI. Accommodation in Berlin

German Academic Exchange Service: Finding accommodation
Website: www.daad.de/deutschland/nach-deutschland/bewerbung/en/6222finding-accommodation/

Higher Education Compass: Find a flat mate
Website: www.hochschulkompass.de/en/degree-programmes/preparing-for-starting-your-studies/finding-student-accommodation/read-wantedadvertisements.html

Home Company: Full service agency for furnished apartments and houses
Website: berlin.homecompany.de/en/index

Hostel Berlin: Rooms and flats for students
Website: www.wohnheim-berlin.de/index.php/home_en.html

Living in Berlin: Apartments and shared rooms in Berlin

Studentenwerk: Students Housing
Website: www.studentenwerkberlin.de/en/wohnen/wohnheimseite/index.html

Studiendo: Dormitories in Germany
Website: www.studiendo.de/en/dormitories/

Study in Germany: Accommodation
Website: www.study-in.de/en/plan-your-stay/accommodation/

WG Berlin: Shared rooms in Berlin
Website: www.wgberlin.net/?lang=en

WG gesucht: Shared rooms/ Apartments in Germany
Website: www.wg-gesucht.de/en/
VI. Accomodation in Berlin

WG-Suche: Finding room mates
Website: en.wg-suche.de/

WG & Wohnung Berlin: Apartments and shared rooms in Berlin
Website: www.facebook.com/wg.wohnung.berlin

Only in German:
Berlin Studentenwohnheim: Rooms in Berlin
Website: berlin-studentenwohnheim.de/

Campus Viva: Apartments for students in Germany
Website: www.campusviva.de/

Immobilo: Find your home
Website: www.immobilo.de/

Lieblingsmieter: Apartments in Germany
Website: www.lieblingsmieter.de/

Meine Stadt: Shared rooms
Website: www.meinestadt.de/deutschland/immobilien/wg-zimmer

Studenten WG: Apartments/ rooms for students in Germany
Website: www.studenten-wg.de/

Studenten Wohnheime: Apartments for students in Germany
Website: www.studentenwohnheime.eu/Studentenwohnheime_in_Deutschland/Berlin/

WGcast: Shared rooms in Germany
Website: www.wg-cast.de/
WG finden: Finding shared rooms
Website: www.wgfinden.de/index

WG Spion: Shared rooms in Germany
Website: www.wg-spion.de/

WG Welt: Shared rooms/ Apartments in Germany
Website: www.wg-welt.de/

Wohngemeinschaft: Finding shared rooms and room mates
Website: www.wohngemeinschaft.de/

Wohnpool: Portal for apartments
Website: www.wohnpool.de/

Zwischenmiete: Apartments/ WG rooms in Germany
Website: www.zwischenmiete.de/
VII. Arrangement on Arrival

1. Matriculation

Once you have arrived in Berlin, please present the following original documents to the study advisory office, in order to be matriculated:

- A certified hard-copy of your Bachelor’s degree (in English or German, all other languages need translation into English or German)
- Your transcript of Records (in English or German, all other languages need translation into English or German)
- Proof of English language competence (B2 or C1 as requested in the Letter of Acceptance)

If you did not complete your Bachelor’s degree yet, an authorized copy of it or a written confirmation from your undergraduate / graduate university must be provided to HMKW before your second Master’s semester begins.

2. Student Ticket for Public Transportation

As a HMKW student, you must obtain a semester ticket (ticket for public transport in Berlin and Brandenburg) for the winter semester 2018/19. In case you did not already submit a photo, please bring a passport photo (analog/digital) along with you.

From 24 September 2018 onwards, you can collect your semester ticket for the Berlin public transport system.

Where: HMKW, Administration Office, Ackerstraße 76, 13355 Berlin, 2nd floor, Room 2.01
When: Monday - Thursday 8.30 am - 4:00 pm
Costs: 193,80 Euro
Validity: 6 months from the start of the semester

Please transfer these fees to:
HMKW Hochschule für Medien, Kommunikation und Wirtschaft GmbH

IBAN: DE59 3708 0040 0488 8881 00
BIC: DRESDEFF370
Bank: Commerzbank
VII. Arrangement on Arrival

Please include the following purpose when making the bank transfer:

Your name and family name, Master Program 2018 HMKW

As a Masters’ student you also have the possibility to pay the ticket in cash.

For further information, please contact Mr. Julien Sieverling (j.sieverling@hmkw.de) from the HMKW Administration Office (Phone: +49 30 46 77 693 - 00).

3. Tuition Fees

For students from non-Schengen countries, HMKW requires that you pay a deposit of one semester of tuition fees (totalling 4,020.- Euro) before the start of the course. These tuition fees will then be applied towards your final (4th) semester of the program. This deposit does not apply to persons, who at the time of the contract agreement are able to prove a residence permit valid for at least two years with a current address in the Federal Republic of Germany or other Schengen country.

These fees (4,020.- Euro) need to be received by our offices by the beginning of the semester. If you ARE a citizen of an EU (Schengen zone) country, you can simply pay the monthly tuition fees as of October. If you pay one year (12 monthly payments) or two years (24 monthly payments) in advance in one sum, HMKW will grant you a 1% or 2% discount respectively.

All tuition fees are to be paid to the following HMKW account:

Empfänger/Recepient: HMKW GmbH
IBAN: DE59 3708 0040 0488 8881 00
BIC: DRESDEFF370
Bank/Name of banking institution: Commerzbank

For further information, please contact Ms. Sabrina Prietz (s.prietz@hmkw.de) from the HMKW Administration Office (Phone: +49 30 46 77 693 - 00).
4. Local Registration Office (Bürgeramt)

Once you have found an accommodation and received a rental agreement from your landlord, German law requires that you register with the authorities within 14 days of moving into the accommodation.

Registration in four steps:

4.1 Book an Appointment
You can book an appointment to register with one of Berlin’s 40 Bürgerämter at an early stage, ideally before arriving in Berlin. You can arrange an appointment via the online calendar or by phone.

To book an appointment online, you go to the Bürgeramt website and select the service „Anmeldung einer Wohnung“ (registration of a flat).

Click on „Termin berlinweit suchen und buchen“ (search for and book appointments across Berlin). This will take you to a calendar. The days shown underlined in light blue still have appointments available. Click on the relevant day to see which Bürgeramt still have appointments free.

If you have difficulties to fill out the registration form „Anmeldung bei der Meldebehörde“, do not hesitate to contact the Career Service for International Students at HMKW (j.muhlack@hmkw.de).

4.2 Appointment and Documentation at the Bürgeramt
On the day of your appointment, it is essential that you bring all the documentation you need for your registration to the Bürgeramt:

- Proof of identity (e.g. ID card, passport)
- The completed registration form
- A civil status document (e.g. birth certificate or marriage certificate, translated to German or English).
VII. Arrangement on Arrival

- Rental agreement: if you do not have a separate rental agreement, e.g. in a shared apartment, you must present the main tenant’s rental agreement together with an attached sub-letting agreement or a formal declaration from the main tenant.

- Confirmation of relocation: your landlord is obliged to sign a written confirmation of your residence within two weeks of relocation. The confirmation needs to contain the following details: name and address of your landlord or the main tenant, date of moving in, address of the apartment and name of all residents obliged to be registered. The presenting of a rental agreement does not replace the confirmation of relocation.

4.3 Receiving and Saving Confirmation of Registration
You will receive confirmation of registration from the Bürgeramt immediately after registering. Keep this in a safe place, as you may need it at a later date: for example, to apply for a residence permit, conclude an employment contract or open a bank account.

4.4 When is registration with a Berlin Bürgeramt not required?
You are only exempt from the requirement to register on shorter visits of up to two months in Berlin, or if you are already registered at other accommodations in Germany and will be spending no longer than six months in Berlin.

Before you leave:
Please deregister with the Bürgeramt in case you wish to leave Germany.

Tips and Advice

- It is always better to accept an earlier appointment at a Bürgeramt even if it is not in your district. Berlin’s Bürgerämter are overstretched, you may have to wait for an appointment for several weeks.

- Sometimes when appointments get cancelled the available time slot will be published again on the Bürgeramt’s website. Therefore, it is worth checking it regularly to get a ‘last-minute’ appointment.
VII. Arrangement on Arrival

5. Health Insurance

As a student in Germany, being health insured in one or the other way is compulsory. Since you cannot be enrolled without a health insurance provider, please take care of it as soon as possible after your arrival.

5.1 Choosing Health Insurance

In Germany, there are two kinds of health insurance providers, public and private. Basically, up until you are 30 years old and until your 14th term of study you are entitled to a specific public health insurance plan for students with attractive rates; but you’re also obliged to take this option. Private health insurance is only allowed in exceptional cases.

Here is a selection of public health insurance companies:
Techniker Krankenkasse
Monique Zamaitat – advisor to students
Phone: +49(0)40-4606 5102 258
Email: Monique.Zamaitat@tk.de
Web: www.tk.de

AOK Nordost – Die Gesundheitskasse
Peter Kurowski – advisor to students
Phone: 0800 265080-24640 (number free of charge from German landline or cell phone)

DAK-Gesundheit
Web: https://www.dak.de/dak/mitglied-werden/english-1283388.html

5.2 Private Health Insurance

In case you already belong to a German public health insurance, you should remain with your insurance company. People belonging to some insurance groups, however, are excluded from being covered by public insurance, for example:

- Language students who have not yet enrolled as a student
- Students over 30 years of age
- Students studying in their 15th term or later

Please contact HMKW Career Service advisor Jeannine Muhlack for options (j.muhlack@hmkw.de).
VII. Arrangement on Arrival

5.3 Recognition of Foreign Health Insurance
With some countries, such as members of the European Union and the European Economic Area, Germany has a social security agreement. As long as you have public health insurance at home you can get this insurance coverage approved. To get this approved you need to contact a public health insurance company in Germany.

Please make sure you clarify at home which documents you will need to bring with you. For students this is usually a European health insurance card (EHIC). It will be issued by your home insurance company at no charge.

In this case, it might be possible that your insurance will not cover all costs in Germany so please make sure you know exactly what services you are entitled to in Germany.

Sometimes private health insurance from other countries may also be recognised in Germany. Please check the exact details with your insurance company.

6. Student Residence Permit

EU citizens, students from Iceland, Norway, and Liechtenstein do not have to apply for a residence permit.

Swiss citizens need to apply for a residence permit – Switzerland (Aufenthaltserlaubnis-Schweiz) from the Foreigners’ Registration Office (Ausländerbehörde).

All other international students, also the ones who are allowed to enter Germany without a visa as listed under V.2, have to apply for a residence permit (Aufenthaltserlaubnis) at the Berlin Foreigners’ Registration Office (Ausländerbehörde) shortly after entering Germany.
VII. Arrangement on Arrival

The following documents are necessary to apply for a residence permit:
1. admission to studies or matriculation certificate
2. passport
3. 1 current biometric passport photograph
4. evidence of registration at the Local Registration Office (Bürgeramt)
5. evidence of health insurance coverage
6. evidence of financial means, if applicable, proof of scholarship in German or English
7. application form for a residence permit

You also have the possibility to make use of the Visa Service of HMKW. 4-6 weeks before your visa expires, you can hand in your documents to the Career Service for International Students and then pick up your passport with the valid residence permit after processing time (ca. 2-3 weeks). That way, you can save yourself the personal trip to the Foreigners’ Registration Office.

Issuing a residence permit carries a mandatory fee. At the Foreigners’ Registration Office in Berlin students pay € 56 for a residence permit and € 49 for the extension of the residence permit (if the extension is longer than three months), both in the form of an adhesive label in the student’s passport. Students from Switzerland pay € 8. Students funded primarily through German public financial resources (scholarships or grants) are exempt from these charges. If an electronic residence permit (eAT) is requested, the fees are increased by € 44 respectively.

International students can get a residence permit either as an applicant for a university place, as a participant on a language course or as a student. The purpose of your residence determines to what extent you are allowed to work. Students who are attending preparatory language courses or preparatory college are only allowed to work during the holidays.

A residence permit for the purpose of studying is issued for a period of two years and must always be renewed before the two years run out.
VII. Arrangement on Arrival

7. Bank Account

As soon as you have found an accommodation, you should open a bank account. This will make it much easier to organise monthly payments such as rent and insurance. Account maintenance fees are usually charged for a bank account. However, most banks and savings banks offer current accounts free of charge for students - ask for a student account.

8. Rundfunkbeitrag / TV-Radio-License

Every person, who is registered in an apartment in Germany, will receive a letter from „Landesrundfunkanstalt“, which is the regional public broadcasting agency. You will be asked to pay 17,98 Euro a month, regardless if you possess or actually make use of a television or radio. Only if you receive German student loans (BAFöG) you can apply for an exemption.

In case you live in a shared apartment, the broadcasting contribution has to be paid only once.

9. Scholarships and Financial Aid

The HMKW Deutschlandstipendium (Germany Scholarship) has now been published and is open for your application. If you would like to apply or find out about further scholarship opportunities, please contact Mrs. Melanie Gröger at m.groeger@hmkw.de.
1. German as a Foreign Language

Many of you may already have some German language skills, or are looking to learn German soon – this is great and we at HMKW suggest it strongly. We think it is such a good idea, we will be offering you free German classes, once you begin your master program with us!

Please inform us if you would prefer a beginner or intermediate level class, so we can best organize the class times and offerings. German skills are also very helpful for you to get a part-time job or internship during your program with us. Further details will be announced closer to the start of the program.
IX. Work

1. Employment

Technically as a full-time student in Germany (whether you are German or non-German) you are allowed to work a maximum 20 hours a week during the lecturing period (when you have classes). During the “semester break” (once you do not have classes) which comes after your exam period until the start of the next term, you can work more than 20 hours. There is a limit to the number of weeks in a year, however, that you can work more than 20 hours officially and that is not more than 26 weeks.

International students who do not come from the EU or EEA are allowed to work 120 full (more than 4 working hours per day) or 240 half days (maximum of 4 working hours per day) in a year. If you have already worked 120 days and you want to work more than 120 full or 240 half days, you need get approval from the Foreigners’ Department (Ausländerbehörde) and the Federal Employment Agency (Arbeitsamt).

2. Income Tax

Every employee in Germany has to pay taxes. The amount depends on your income. If you have a so called „mini-job“ earning max 450 Euro per month, you do not have to pay taxes. If you earn less than 8,130 Euro a year, you will get back the taxes you have paid at the end of the year if you submit an income tax return to the tax authorities. If you leave Germany, you can also collect income taxes.

3. Pension Insurance

All employees in Germany must make a contribution from their earnings to the state pension scheme. Usually this amounts to 9.45% of income. Student contributions are normally lower. An income up to 450 Euro is exempted from contribution. With an income of between 450 and 850 Euro per month the amount is reduced. Whoever earns more, pays higher contributions. As of an income of 850 Euro per month students pay the full share of 9.45 %.

If the job is carried out only during lecture-free time, students do not have to pay any additional health insurance contributions, even if they work more than 20 hours a week.
4. Finding Work

HMKW offers jobs on the intranet site TraiNex. Companies send job postings directly to HMKW and they are then announced on the intranet for students. Please note, however that most of the jobs listed require a good or very good level of German. If your command of the German language is poor, you will need to search for the postings in English.

You can also search for jobs on the following sites:
- https://de.indeed.com/English-Jobs-in-Berlin (sort by Anstellungsart - Werkvertrag or Freie Mitarbeit)
- https://www.kimeta.de/stellenangebote-englisch-in-berlin (sort by Beschäftigungsart - Freiberuflich or Aushilfe or Student/Werkstudent)
- https://englishjobs.de/in/berlin
1. General Medical Issues

In the event that you need medical attention, please be aware that you can find a listing of English-speaking physicians on the websites of the American embassy, for example.

On the website of the ‘Weisse Liste’ you can search for doctors by their specialty. In most cases a General Practitioner (Arzt für Allgemeinmedizin) will be the right choice. Internet: https://www.weisse-liste.de/de/arzt/berlin/10178/plz/

In the case of emergency, please contact the emergency service (Ärztlicher Bereitschaftsdienst) to get a house call (phone: 310031).

In more severe cases, contact the Fire Department (Feuerwehr), they will send you an ambulance (Notarztwagen, phone: 112).

2. Immunizations

Travelers from some countries may be required to proof that they have certain immunizations when entering the country. Please make sure that you carry an official record of your immunizations with you.

3. Emergency Numbers

Fire Department (Feuerwehr) - phone: 112
Police (Polizei) - phone: 110
Emergency Medical Service (Ärztlicher Bereitschaftsdienst) - phone: 31 00 31
Emergency Dentist (Zahnärztlicher Notfalldienst) - phone: 4 45 63 79
XI. Semester and Internship Abroad

1. International Office

If you are interested to spend a semester abroad as part of your studies at HMKW, please contact our International Office (IO) in Berlin or Cologne for advice.

**Berlin**
Ms. Prof. Nora Bibel
Mr. Sven Vorbeck

Email: s.vorbeck@hmkw.de
Phone: +49 (0) 30-4677693-39
Room 3.01

**Cologne**
Prof. Dr. Markus Schröppel

Email: m.schroeppel@hmkw.de
Phone: +49 (0) 221-222139-27
Room 2.06
XII. Student Support

1. Career Service Advisor

Should you have questions about information in this packet or need further assistance, please contact:

Jeannine Muhlack
Career Service Advisor
Email: j.muhlack@hmkw.de
Phone: +49(0)30- 4677693-19
Office Hours: 8:30 a.m - 1:30 p.m Monday to Thursday
Room 3.69

2. Student Support Officer

Students who experience any personal or academic related issues while they are studying at HMKW University of Applied Sciences in Berlin, please feel free to contact:

Mr. Shubhesh Sawant
International Officer
E-Mail: s.sawant@hmkw.de
Phone: + 49 (0)30/46 77 693 - 41
Office Hours: 10 a.m. to 3 p.m. Monday to Friday, by prior appointment.
Room 5.02

*All matters will be dealt with confidentiality.