



# Student Handbook

2025

Berlin





Welcome to  
English Path.

This guide will help  
you make the most  
of your experience  
at EP Berlin.

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# About Berlin



## Famous landmarks

Berlin, Germany's capital, features iconic landmarks such as the Brandenburg Gate, Reichstag Building with its glass dome, remnants of the Berlin Wall, Berlin Cathedral on Museum Island, the Holocaust Memorial, and the bustling Potsdamer Platz. These sites symbolise Berlin's history, cultural diversity, and global influence.



## City personality

Berlin's personality is a vibrant blend of resilience, creativity, and cultural diversity, shaped by its history and embracing innovation and individuality.



## What makes this city unique?

Berlin's uniqueness stems from its rich history, vibrant cultural diversity, and progressive atmosphere. From Cold War relics to a thriving arts and tech scene, the city blends tradition with innovation. Its multiculturalism fosters a dynamic culinary landscape, vibrant nightlife, and a global reputation for creativity and individuality.



## Transport within a 10 minute walk

U-Bahn (subway), S-Bahn (city rapid railway), taxis, bike rental, trams and buses.



## Restaurants within a 10-minute walk

Fine dining, cafés, bakeries, street food markets, German cuisine, Vietnamese, Turkish, and other international flavours around each corner.



## Alternative things to do

Explore Berlin's vibrant street art, discover abandoned places like Teufelsberg, experience its diverse nightlife, wander through flea markets, and relax in beautiful parks. These experiences offer a unique glimpse into the city's eclectic charm beyond the usual tourist spots.

5

Reasons to choose this city

1

History and culture: Berlin's history is visible everywhere, with many museums and galleries to explore.

2

Affordability: Berlin is surprisingly affordable, especially for students.

3

Diversity and internationalism: Berlin's diverse population creates a unique cultural blend.

4

Nightlife and the Arts: Berlin is famous for its vibrant nightlife, art galleries, and theatres.

5

Start-up hub: Berlin attracts entrepreneurs and innovators in business and tech.





# Why choose to study at our Berlin School?

- **Central location:** easy access to all that Berlin has to offer.
- **Supportive community:** small class sizes and personalized attention.
- **Immersion in English:** improve your language skills quickly and effectively.
- **Social programme with weekend trips**
- **Experienced customer experience & academic team**

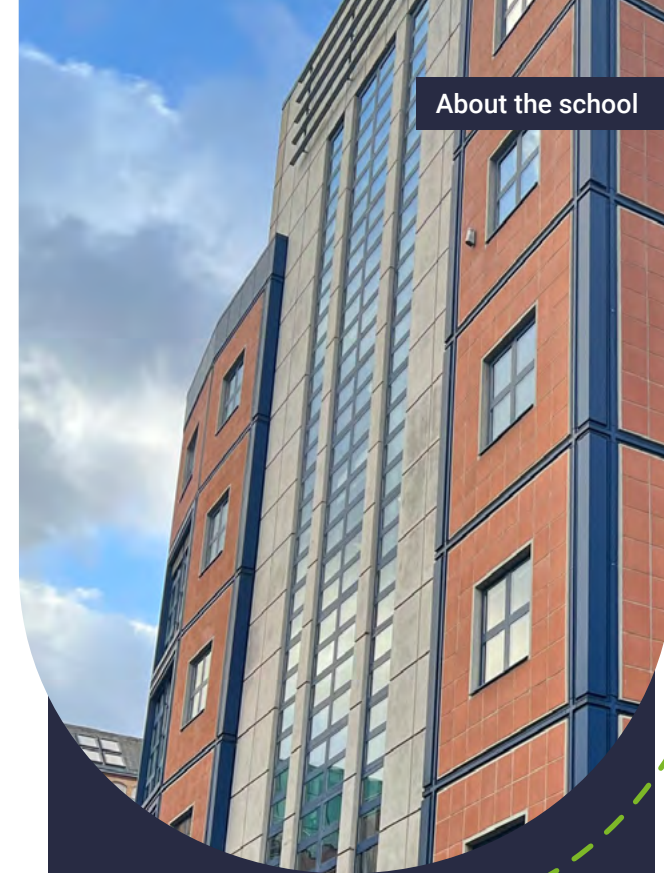


Find us on Google maps

**Address: Alt-Moabit 96C 10559, Berlin, Germany**

At this address since: 2024

**Phone: +49 3054854558**



## Staff

**Allen Lofaro**  
Head of Europe Operations

**Mary Ellen Wright**  
Global Head of Academics

- **Languages spoken by staff:** English, German

## Services & facilities

- **Buildings:** 1
- **Floors:** 1
- **Total number of classrooms:** 5
- **Campus Capacity:** 100 students

**School facilities:** a student lounge, self-study area, free Wi-Fi, a library, a computer lab, an elevator, street parking, and modern, spacious classrooms equipped with smart TVs. Additionally, you'll find heating and a student kitchen to enhance your comfort and convenience.

**Other services provided:** Social activity programme, airport transfer, medical insurance

**Levels of English and German offered:** All levels.

**Reception:** The friendly **Student Services** staff can direct you to the EP offices and classrooms. A Student Services Officer and an Academic Manager will always be present to answer any questions you may have.

## School holidays & Berlin public holidays

The school will be closed from "23 December 2024" to "1 January 2025". Please make sure to book your course/accommodation accordingly.

Course days that fall on a public holiday are not reimbursed.

**Public holidays will be:**

- **2025:** 01 Jan, 08 Mar, 18 Apr, 01 May, 29 May, 9 Jun, 3 Oct, 22 - 26 Dec.

The above dates are observed as holidays in the year. If you arrive on a week where the Monday is a holiday, your first day of school will be a Tuesday.



## Close to your EP school

Our centrally located school is walking distance to:

- Coffee shops** 1-5 minutes
- Restaurants** 5 minutes
- Supermarkets** 3 minutes
- Gym** 1-5 minutes
- ATM machine** 5 minutes
- Train station** 6 minutes
- Shopping mall** 11 minutes
- Bus station** 3 minutes

## Need help? Not satisfied? Have a problem?

At EP we believe that communication and an open-door policy is key to efficiently resolving any issue you might have. If you need help, are not satisfied with one of our services or you need advice, please talk to our staff at school. They will be able to help and assist quickly with any concerns you might have.



# First day at school

## Morning students

Also for Semi-Intensive Afternoon

- 08:45 – Arrival at school + check in
- 09:10 – Writing and speaking placement test
- 10:00 – Induction
- 11:00 – First day class starts
- 12:30 – First day class finishes
- 12:30 – Orientation tour

## Afternoon students

- 13:15 – Arrival at school + check in
- 13:30 – Writing and speaking placement test
- 14:00 – Induction
- 14:45 – Orientation tour
- 15:30 – First day class starts
- 17:00 – First day class finishes

Induction: this includes a placement test, induction presentations about the school and academic programmes and the distribution of class timetables.

An orientation tour of the local area: this includes useful information, such as nearby facilities, pharmacy, post office, bus stop, etc.).

An evening welcome party + drink.

On your first day, you are expected to bring your passport and proof of medical insurance.

## Your weekly class timetable

	Hours pw	What	Lesson times
<b>Classic Morning</b>	15	General German	9:00 - 12:15
<b>Classic Afternoon</b>	15	General English	13:45 - 17:00
<b>Semi-Intensive Morning</b>	20	Classic German Morning + Elective	9:00 - 13:30
<b>Semi-Intensive Afternoon</b>	20	Classic English Afternoon + Elective	12:45 - 17:00
<b>Premium German</b>	25	German Semi-intensive + 5 one-to-ones	09:00 - 14:30
<b>Premium English</b>	25	English Semi-intensive + 5 one-to-ones	12.30-17.00

## Courses

- Classic**  
20 lessons per week
- Semi-Intensive**  
25 lessons per week
- PREMIUM**  
ENGLISH AND GERMAN  
30 LESSONS PER WEEK
- ONE-TO-ONE**



## Extracurricular activities

- Monthly course tutorials
- Monthly skills test
- Weekly unit test
- Masterclass Programme
- Conversation clubs
- Study Clinics



## Electives list sample

English Path offers a variety of elective courses that allow students to explore their interests and develop their skills. These courses are taught by experienced and qualified teachers, and they are a great way to supplement your general English studies. Electives depending on your level of English, the EP campus and current availability:

- Speaking
- Listening
- Reading
- Writing
- Pronunciation
- Idioms and Phrasal verbs
- Grammar
- Vocabulary
- Everyday English
- Debate and Public Speaking
- Business English
- English for Hospitality
- Digital Marketing
- Personal Branding
- IELTS Preparation
- Academic Skills
- Employability Skills



## School material

**Books:** Empower 2nd Edition (Cambridge) + digital pack; Language Hub (Macmillan) + digital pack.

**Additional material used:** Audio, Digital presentation material, authentic materials.

**Class outings:** our students regularly participate in lessons and activities outside the school, designed to bring teaching closer to real-life experiences.



## Teaching methodology

**At EP we use the communicative approach which means:**

- A focus on speaking
- Interactive lessons
- Noticing students' gaps and reacting to them
- Going beyond the textbook
- English and German for real life outside the class
- Understanding each student's individual needs

**All EP teachers are trained in this approach from their first day, so students have the same experience in all levels at all EP locations.**

**Take a look at our graduation ceremony**



@Englishpathschools





# Accommodation

Accommodation is a vital part of your experience in a new country. Your new home is an important part of your study experience. Each school has specially chosen options to help make the most out of your stay. Homestay and student residences offer different accommodation experiences, but always meet the highest standards.

All accommodation options are based on availability. Please make sure you check with your representative if we have availability.



## What accommodation option should I choose?

The choice of accommodation depends on your preferences, needs, and budget. Below are some important factors you need to consider.

10	Homestay	Student Residence	Hostel
👍	<ul style="list-style-type: none"><li>• Immerse in local culture &amp; customs.</li><li>• Host assistance for queries.</li><li>• Towels, kitchen utensils, and more provided.</li><li>• Budget-friendly.</li></ul>	<ul style="list-style-type: none"><li>• Convenient location, typically close to campus.</li><li>• Easy access to good facilities and nearby amenities.</li><li>• 24h reception.</li></ul>	<ul style="list-style-type: none"><li>• Budget Friendly.</li><li>• Easy access to good facilities and nearby amenities.</li><li>• Easier to socialize.</li></ul>
👎	<ul style="list-style-type: none"><li>• May not be as social.</li><li>• Host family rules may apply.</li><li>• It can be up to 75mins travel.</li></ul>	<ul style="list-style-type: none"><li>• Noise levels might be high.</li><li>• Might be sharing facilities with other students.</li><li>• Might be expensive.</li></ul>	<ul style="list-style-type: none"><li>• Noise levels might be high.</li><li>• Might be sharing facilities with other students.</li><li>• You might not be able to choose your flatmates.</li></ul>

## Booking student accommodation in 3 simple steps

### Step 1

You can indicate your preferred type of accommodation (homestay, shared apartment or residence) on the application form during your application for a course. Our Student Services team will make a record of your preferred choice of accommodation.

### Step 2

EP will be able to secure the accommodation option once the invoice has been paid. Our team will send you the accommodation confirmation with further details on the selected option.

### Step 3

You will need to confirm your arrival and send your flight details to our team, as soon as the flight is booked and no later than one week before the flight date. Our team will be able to book and confirm your accommodation and/ or transfers and provide more details within the confirmation document.

If you arrive at a residence or homestay between 22.00–08.00 you may be asked to book alternative accommodation in a hotel on the first night due to late/early arrival at the accommodation.



## Homestay

### Half - board homestay

2 meals per day (breakfast, dinner) from Monday to Sunday. 14 meals per week.

- The average commute is between 15 and 60 minutes by public transportation.
- Live in the home of a local resident.
- Comfortable, safe environment with meals prepared for you.
- Opportunity to practice English with your host.

### Things students need to bring

Toiletries, personal items to make student's room feel at home, prescription medication, SIM card, a small gift for the host family (not required).

### Meals provided

Yes (depends on booking type, please refer to the table at the top of the page).

**Breakfast:** Breakfast is usually a light meal consisting of cereal, fruit, toast, juice, or coffee. Hosts will usually ask you to prepare your own breakfast.

**Lunch: If full-board:** Your host family will prepare a packed lunch for you, which usually consists of a sandwich, fruit or sweets and a drink.

**Otherwise:** You will be responsible for buying your own lunch at school, from a local restaurant, or the local shops.

**Dinner:** You will usually eat dinner with your host, or occasionally you may prepare your own meal with food supplied by your host.



### Services included

Bed linen, towels, telephone use for emergencies, students need to make sure to discuss laundry with their host family after you arrive as laundry facilities will depend on your individual homestay.

**Extra cost of services:** No.

### Will the Homestay arrange to pick up the student from the airport?

No. However you can book your airport transfer with your EP school. The transfer to your accommodation will then be organised accordingly.

### Transport to school

Your host will help you to find your way to and from school on your first day and will show you how to use public transport.

### Where are the host families located?

Berlin.

### Additional information

Homestays are up to 60 minute commute to the school.

## SMARTments City-West

In one of the most desirable residential areas of the city, your new, fully equipped apartment is close to the Kurfürstendamm and many important sights such as Charlottenburg Palace or Brandenburg Gate. By train, you can get from A to B quickly without having to worry about the traffic jams in the city centre.

- Kitchenette
- Weekly cleaning
- Final cleaning after departure
- Free Wi-Fi
- Utilities included (electricity, heating, water)
- Cleaning supplies

**Address:** Fasanenstraße 2, 10623 Berlin

### About the residence

#### Accommodation types:

Studio S.  
Studio.  
Studio XL (Single).  
Apartment.

**Bedrooms:** The bedroom contains the following: bed, pillow, bedding, chair, desk, window, wardrobe, bedside lamp.

**Bed size:** Single bed.

**Bathroom:** Private bathroom with shower, WC and high-quality care products.

**Kitchen:** Fully equipped kitchenette with hob, dishwasher, microwave and much more.

**Facilities:** All rooms include a comfortable sleeping area, a private bathroom with a shower, high-quality personal care products, a fully equipped kitchenette, free Wi-Fi, and a dining table.

**Cleaning service:** Weekly cleaning (includes linen change for stays of 7+ nights). Final cleaning after departure. Iron, ironing board, rubbish bags, extra toilet paper, vacuum cleaner, cleaning supplies.

**Linens/towels:** Fresh clean linen and towels are provided at check-in. They are changed once a week during the cleaning service.

**Neighbourhood:** It is close to the Kurfürstendamm, where there are numerous shopping opportunities and is surrounded by cafés, bars and restaurants, so you will never get bored. At just 300m from a train station, you can get to any destination in the city very easily.

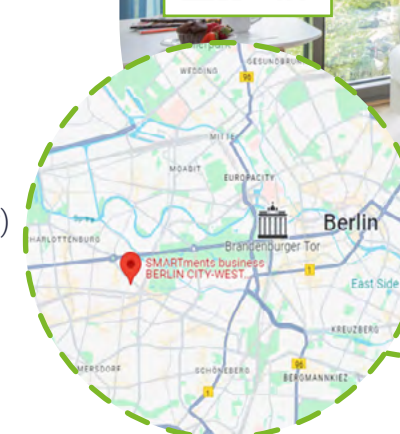
**Visitors/guests:** Visitors are allowed as long as they follow the house rules.

**Noise:** Residents are required to respect all other residents and maintain a level of noise that does not disturb others. Quiet hours are 10pm-6am.

**Smoking:** Smoking is prohibited in all facilities and in residents' rooms.

**Reception/security:** Manned reception desk during the week. During weekends and evenings, someone can be reached by phone.

**Minimum weeks requests:** 2 nights.





# SMARTments

## Karlshorst

Located in southeastern Berlin, the Karlshorst district has excellent public transport connections to the city centre. Originally developed as a villa district, it features charming period buildings. Schönefeld Airport is approximately 15 km away, making it a convenient choice for international travellers. Additionally, the Adlershof Science & Technology Park is just 7 km away, adding to the area's appeal.

- Spacious, equipped and furnished apartments
- Weekly cleaning
- Kitchenette
- Wi-Fi
- Utilities included (electricity, heating, water)
- Cleaning supplies

 **Address:** Treskowallee 115, 10318 Berlin

### About the residence

#### Accommodation types:

Studio.  
Studio Twin.  
Studio XL (Single).  
Apartment.

**Bedrooms:** Comfortable sleeping area with cozy bed (1.60m).

**Bed size:** Single bed.

**Bathroom:** Private bathroom with rain shower and high quality care products.

**Kitchen:** Kitchenette with ceramic hob, sink, dishwasher, capsule coffee machine, microwave, kettle, crockery, cutlery, toaster.

**Facilities:** All rooms include a comfortable sleeping area, a private bathroom with a rain shower and high-quality personal care products, free high-speed internet, and a flat-screen TV.

**Cleaning service:** Weekly cleaning included. Cleaning products available for self-cleaning. Iron, ironing board, rubbish bags, extra toilet paper, vacuum cleaner, cleaning supplies available.

**Linens/towels:** Fresh linen and towels are provided at check-in and changed once a week during cleaning service.

**Neighbourhood:** Karlshorst is a quiet, well-connected area with good public transport links, providing easy access to central Berlin and local universities. The district has a range of shops, cafés, and restaurants, along with cultural attractions and green spaces for relaxation.

**Visitors/guests:** Visitors are allowed as long as they follow the house rules.

**Noise:** Residents are required to respect all other residents and maintain a level of noise that does not disturb others. Quiet hours are 10pm-6am.

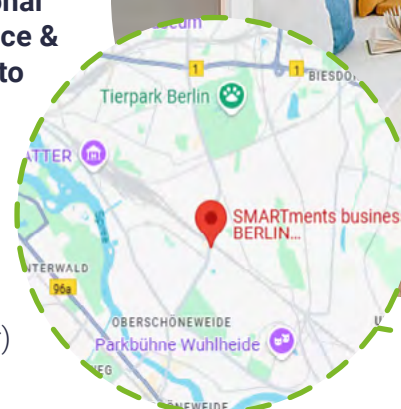
**Smoking:** All facilities and residents' rooms are non-smoking.

**Reception/security:** Reception is staffed on weekdays, and assistance is available by phone on weekends and outside regular hours.

**Minimum weeks requests:** 2 nights.

**Location of the accommodation:**  
3 min walk to the S-Bahn station (Karlshorst).  
28 min from EP Berlin (Alt Moabit 96C) by public transport.

**Check-in/check-out:** Check in from 3 pm / check out until 11 am.



# SMARTments

## Prenzlauer Berg

Prenzlauer Berg is a popular and lively district in Berlin, known for its creative vibe, good transport links, and great cafés and shops. It mixes historic charm with modern city life.

- Weekly cleaning
- Final cleaning after departure
- Utilities included (electricity, heating, water)
- Wi-Fi
- Kitchenette
- Cleaning supplies

 **Address:** Storkower Straße 156 A, 10407 Berlin

### About the residence

**Accommodation types:**  
Studio.

**Bedrooms:** Comfortable sleeping area with cosy bed (1.40m).

**Bed size:** Single bed.

**Bathroom:** Private bathroom with shower, WC and high-quality care products.

**Kitchen:** Kitchenette with ceramic hob, sink, dishwasher, capsule coffee machine, microwave, kettle, crockery, cutlery, toaster.

**Facilities:** All rooms include a comfortable sleeping area, a private bathroom with a rain shower and high-quality personal care products, and a flat-screen TV.

**Cleaning service:** Weekly cleaning included. Cleaning products available for self-cleaning. Iron, ironing board, rubbish bags, extra toilet paper, vacuum cleaner, cleaning supplies available.

**Linens/towels:** Fresh linen and towels are provided at check-in and changed once a week during cleaning service.

**Neighbourhood:** Prenzlauer Berg is centrally located, offering quick access to Berlin's universities, cultural spots, and city centre. The area is famous for its cafés, restaurants, boutique shops, and creative energy. Kastanienallee and Kollwitzplatz are popular streets for dining and shopping.

**Visitors/guests:** Visitors are allowed, provided they follow house rules.

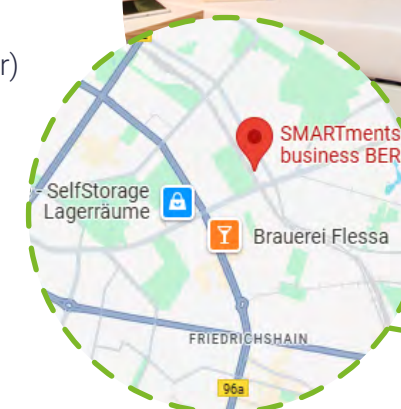
**Noise:** Residents must be considerate and keep noise levels low to avoid disturbing others. Quiet hours are from 10 pm to 6 am.

**Smoking:** All rooms and facilities are non-smoking.

**Reception/security:** Reception is staffed on weekdays and available by phone on weekends and outside regular hours.

**Minimum weeks requests:** 2 nights.

**Location of the accommodation:**  
5 min walk to S-Bahn & Tram stops.  
25 min from EP Berlin (Alt Moabit 96C) by public transport.



**Check-in/check-out:** Check in from 3 pm / check out until 11 am.





## Kiez Hostel Berlin

Kiez Hostel is a family-run business with great individuality and a very personal touch. There is a variety of private and shared rooms, each with its own vibrant style. The big shared kitchen and lounge provide a great space for students to get together for fun evenings.

- Shared and private bedrooms
- Shared kitchen
- Shared lounge
- Wi-Fi
- Cleaning included

 **Address:** Marchlewskistraße 88, 10243 Berlin



### About the residence

#### Accommodation types:

Private and Shared.  
Shared bedroom-shared bathroom.  
Private bedroom-shared bathroom.

**Bedrooms:** The bedroom contains the following: bed, pillow, bedding, chair, desk, window.

**Bed size:** Single bed.

**Bathroom:** Shared bathrooms on each corridor.  
Lockable single bathrooms.

**Kitchen:** There is a kitchen in the hostel which everyone can use.

**Facilities:** Spacious lobby, study room and on-site laundry, WIFI.

**Facilities at extra cost:** Cosy lounge and kitchen for all guests to use. Free wifi. €3 for bed linen and towel set.

**Cleaning service:** There is a daily cleaning service of all bedrooms and bathrooms. Bathrooms are also checked a few times during the day.

**Linens/towels:** Fresh bedding and towels are provided at check-in for a charge of €3. Students staying for long periods can have a change free of charge at any time.

**Neighbourhood:** Your hostel is located in the party district of Friedrichshain-Kreuzberg, but in a quiet neighborhood right on Marchlewskistrasse. Restaurants, cultural institutions and cool hotspots are just a few minutes' walk away.

**Visitors/guests:** Visitors must leave by 11 pm. No overnight visitors.

**Noise:** Residents are required to respect all other residents and maintain a level of noise that does not disturb others. Quiet hours are 10 pm-8am.

**Smoking:** Smoking is prohibited in all facilities and in residents' rooms.

**Reception/security:** Reception is manned from 9am – 1pm and from 5pm -9pm. Outside these hours there's a 24-hour phone and WhatsApp line.

**Minimum weeks requests:** 1-week minimum stay. Booking from Saturday to Saturday.

**Location of the accommodation:** Within 10 minutes walk of 2 train stations in the Friedrichshain-Kreuzberg district. 35 minutes by public transport to school.

**Check-in/check-out:** Check-in 5 pm / check-out 10.30 am but flexible with prior notice.



## Social programme

Berlin, Germany's vibrant capital, offers a diverse social programme for all interests. The city buzzes with nightlife in Kreuzberg and Friedrichshain, while green spaces like Tiergarten and Tempelhofer Feld provide relaxation and recreation. Berlin hosts numerous cultural festivals, art exhibitions, and food markets, celebrating everything from film to street food. Historical tours and museums delve into its rich past, while contemporary galleries and theatres showcase its modern spirit. Whether exploring landmarks like the Brandenburg Gate and Berlin Wall or engaging with its diverse communities, Berlin promises an enriching and unforgettable experience.

### Examples of social activities

- International meetup
- English Cafe Sit & Talk
- Trip to Berlin Botanical Garden
- Trip to Berliner Philharmonie
- Participate in local community events
- Bike trips
- Experience live music Mercedes-Benz Arena
- Enjoy Markthalle Neun and Street Food Thursday

Check our live social programme here



### Example timetable

Mon	Tues	Wed	Thurs	Fri	Sat/Sun
Orientation walk	Conversation Club	Visit the Berlin Wall Memorial	Football match	International meetup – English Cafe	Trip to Berlin Botanical Garden
Welcome party	International dinner	Karaoke	English Cafe Sit & Talk	Berliner Philharmonie	Experience live music Mercedes-Benz Arena

HAMBURG

POTSDAM

 Examples of nearby cities to visit



# Recommendations

## Checklist & other useful information

Here are a few important items that you should bring with you:

- Passport
- Acceptance letter
- Accommodation letter
- Proof of health/medical insurance
- A bit of cash and credit/debit cards/Apple or Google Pay
- Weather-appropriate clothing (depending on the season you come to Berlin)
- Adaptor for electrical appliances
- Prescription medication and medical records
- Emergency information

## Before you leave your country

Here are some important things you need to know to make your arrival as smooth as possible. Use our checklist to ensure you don't forget anything and are prepared for the exciting times ahead.

## Pocket money

Recommend weekly budget: 250€. This should cover expenses, laundry, local travel and activities. You will need additional money if you want to take weekend trips. Bring 100€ with you in cash and a debit or credit card. You will need to check with your financial institution to make sure you will be able to withdraw money from a German ATM. Do not bring foreign currency. It is not wise to carry around large amounts of cash.

## Clothing

Most students dress casually for classes, but you should bring nice clothes for going out and sportswear for sports and outdoor activities. The climate is changeable and maybe different from your own. The typical temperature is 6-26°C in the summer and -1-4°C in the winter, although it can drop below freezing. Bring waterproof clothing if you're arriving in the autumn or winter.

## Electrical current

Standard voltage in Germany is 230 volts; remember to bring an adaptor with you or buy one when you arrive.

## School notifications

We encourage you to follow the school's Instagram account before you arrive and especially during your stay. This will give you an idea of what is happening at the school and help you connect with staff and students. This is also where we will post notification of any unexpected school closures: it is important you check our Instagram account for any messages while you are attending the school, especially if there is severe weather in the area (e.g. snowstorm, flood, etc.). If the school cannot open or school opening will be delayed, we will post a message as soon as possible (the night before or in the morning) to advise you of this, along with information on how to get further updates and any alternate scheduling (if applicable). Follow EP Berlin! **@Englishpathschools**

# When you arrive in Berlin

Arriving at the airport in a foreign country can be overwhelming. To better prepare yourself, make sure that you have read the information below about your arrival and how to get to your accommodation. If you get lost or confused upon arrival, don't be afraid to ask the airport staff for help as they will be happy to give assistance.

## EP transfers

Students should arrive at Berlin Brandenburg Airport. We request that you book your flights according to the starting date of your specific programme. You must arrive on the Saturday or Sunday prior to your course start date. If you have booked a transfer service, a driver will meet you outside the customs area and drive you to your homestay or residence. Please ensure you arrange and pay the transfer fee in advance.

## Transfer service emergency contact details

If you have any flight changes, miss a connecting flight or need help meeting the transfer service, you should call one of the following emergency numbers. Please be prepared to tell them your name, school name (English Path) and location. Students should only accept a transfer from a greeter with the official English Path signage.

## Transfer service emergency numbers: +356 99276152

## Independent transfers

- RER to Berlin Cost: 13€, Journey time: 30 minutes
- TAXI SERVICE Cost: 50–60€ (tips are not mandatory!), Journey time: 45 minutes depending on location of homestay/residence



## How to get to the transport card

### Download the BVG Fahrinfo App for Timetables, Routes and Tickets:

<https://www.bvg.de/de>

The above app provides all ticket types including the Welcome Card





## Local customs

- **Women in Germany** are equal to men and should always be treated fairly.
- **German people** talk to strangers in public areas. This is a great way to practice German, but caution should be taken. You should not give out your address and telephone number, or accept inappropriate invitations.
- **"Bitte" and "Danke"** are very important words! Always use them if you ask someone to do something for you, or if they help you or give you information.
- **Germany is a culturally diverse nation** where people of all ethnic backgrounds are treated equally.
- **People in Germany** leave a tip for good service in restaurants, hair salons and other places. The tip rate at most restaurants is about 5-10% of the bill and is not usually included. Fast food is not tipped unless it is delivered. Porters in hotels should be tipped approximately 5€ per bag. Taxi drivers are generally given a small tip, up to a few Euros.

## Health and safety

- **Medical insurance:** All students must have medical insurance for the duration of their stay in Germany.
- **If you get sick:** If you get sick while in Germany you should visit a doctor. You can ask the Student Services team or your host family where the nearest doctor is. If you have a minor illness you can ask staff at a local pharmacist for advice. Remember to bring any relevant insurance or medical documentation with you.
- **Protecting your belongings:** We strongly recommend you take out insurance for your personal belongings, especially cameras, music players, mobile phones and laptops. Personal items cannot be covered by EMA homestay or residence insurance.
- **Prescription medication:** Remember to bring enough of your prescribed medication with you as German pharmacists will not dispense a foreign prescription. International customs agents may ask you questions about your medication upon your departure or arrival, so be sure to pack it carefully. Bring any important medical records (blood type, prescriptions, x-rays) that might be useful for medical care abroad as well as contact information for your health care providers at home.

- **Staying safe at school:** If you or another student has an accident or needs urgent medical attention, please come to reception where the First Aider is located.
- **Fire safety:** Fire safety: If you discover a fire, press the fire alarm button on the nearest alarm. Leave the building immediately via the fire exit. Make sure you tell a member of GBS staff exactly what happened so they can call **112**. If you hear the fire alarm, leave the building immediately. Do not run, use the lift or stop to collect your belongings. GBS staff will guide you to the fire exit. Go to the assembly point. Follow any instructions given by a member of EMA staff and do not go back into the building until you are told to do so by GBS staff.
- **Personal safety and looking after valuables:** Berlin is generally a safe place but as with a lot of big cities, you should always be alert. Some tips are: Be alert when you are walking alone at night. Avoid carrying large amounts of cash. Do not leave your belongings unattended. In Germany, you do not need to always carry your identification card or passport with you, you can keep it at home and carry a picture of your ID on your phone or a photocopy in your bag.



## Emergency services

- Call 112 in case of fire
- Call 110 if you need the police.
- Call 112 in case of a medical emergency

## Medical costs

Medical costs are at the discretion of your local doctor or hospital. Minimum medical costs are as follows:

- Consultation with a doctor: 25-90€
- Prescriptions at a chemist: 5-70€
- Dental treatment: 80€
- Eye test or new glasses: 90-300€

## Laws

- No one under the age of 18 in Germany may buy or consume tobacco or alcohol, including beer and wine. It is against the law to buy tobacco or alcohol for someone you know who is under 18.
- Driving under the influence of alcohol is a very serious crime and police make regular random checks.
- You will need international ID to enter bars, clubs or pubs (e.g. Passport, ID card, driving license).
- Buying, selling and using drugs is illegal.

## Student code of conduct

- You must attend all classes. If you do not attend your classes your representative will be informed. If you do not then improve your attendance you will be sent home. 85% attendance is needed to be able to receive a certificate of completion.
- Be on time for all your lessons.
- Always inform English Path if you are going to be absent from school for any reason and tell your host family if you are going away overnight.
- If you commit a criminal offence or have to be severely disciplined you will be sent home. We will also inform the immigration authorities.
- Be respectful, polite and open to different cultures.

## Living costs

(sample prices for items in this city)

- Bottle of water: 1,50€
- Coffee: 3€
- Can of coke: 2€
- Meal out for two: 50€
- Takeaway pizza: 8€
- Sandwich: 4€
- Local bus ticket: 3,20€
- Local subway ticket: 3,20€
- Bike rental: 10 to 20€/month
- Cinema ticket: 10€







# Berlin airport transport

## Berlin International Airport

**Closest airport:** Berlin Brandenburg Airport (BER)

Mode	Line or number	Cost	Duration (to the centre)
Berlin Brandenburg Airport	S-Bahn 9 (S9)	5 €	40 minutes

- If you choose to book an airport transfer, please, your flight details should be sent to us 4 weeks in advance to assure we will be able to provide you an airport transfer.
- A driver will meet you after you come through the customs area and drive you to your accommodation.

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