

## OUR TIP: Online info about starting your studies

» Detailed information and further links for all new students at TU Berlin at:

[www.studienberatung.tu-berlin.de/start\\_ins\\_studium](http://www.studienberatung.tu-berlin.de/start_ins_studium)

## Who can help me with social services relating to my student life?

studierendenWERK info desk • Mensa Hardenbergstraße

studierendenWERK BERLIN support you with social services relating to your student life. The team are on campus to provide you with information on BAföG, student loans and grants, child-care, cultural programs, cafes, canteens and accommodation.

[www.stw.berlin](http://www.stw.berlin)

## How can I plan my time abroad?

Student Mobility • Main Building 0039-0045

International Affairs helps you to spend time abroad during your studies. The information desk in the Campus Center provides initial information about exchange programs and grants.

[www.tu-berlin.de/?id=5180](http://www.tu-berlin.de/?id=5180)



## How can I develop a career?

Career Service • ER-Building Room 386

The Career Service has a number of offers to help you with all aspects of finding a job, internships, and planning of career. The Career Service team also coordinates the allocation of Deutschlandstipendium grants.

[www.career.tu-berlin.de](http://www.career.tu-berlin.de)

## What else does TU Berlin offer?

### University Library

Studying would be unimaginable without books, databases of articles and study places in the library. Introductions to research and reference management, both online and in the library, are available for all new students.

[www.ub.tu-berlin.de/bibliothek-benutzen](http://www.ub.tu-berlin.de/bibliothek-benutzen)



### Modern Language Center

Whether it's Chinese, German or Spanish you are interested in, the Modern Language Center provides general and subject-specific courses for a number of languages for students from all faculties.

[www.zems.tu-berlin.de](http://www.zems.tu-berlin.de)

### University Sports Center

At TU sport you can choose from more than 1,000 weekly courses, workshops, free groups and travel programs as well as tournaments and competitions.

[www.tu-sport.de](http://www.tu-sport.de)

### Be actively involved at TU Berlin

Being a student gives you chances to discover your strengths and it requires you to shape your life and studies. You can try your ideas in projects and organize your own classes or participate in student politics and thus help influence the conditions in your degree program.

[www.tu-berlin.de/?id=162810](http://www.tu-berlin.de/?id=162810)



### Academic Advising Service

Straße des 17. Juni 135, 10623 Berlin  
Main Building Room 0070

[www.studienberatung.tu-berlin.de](http://www.studienberatung.tu-berlin.de)

### Personal counseling

Mon	09.30 - 12.30
Tue	14.00 - 18.00
Thu	14.00 - 18.00
Fri	09.30 - 12.30

### Initial contact via Student Information Services

Telephone contact hours

Mon-Thu	09.00 - 17.00
Fri	09.00 - 14.00

Tel.: +49 30 314 29999

Contact form at [www.telservice.tu-berlin.de](http://www.telservice.tu-berlin.de)



○ Academic Advising / Main Building 0070



## New at TU Berlin

Key information and contacts to start your studies

» [www.studienberatung.tu-berlin.de/start\\_ins\\_studium](http://www.studienberatung.tu-berlin.de/start_ins_studium)

## Welcome to TU Berlin!

We are delighted that you have chosen to study at TU Berlin. To help you make a successful start to your studies we would like to provide you with some key information and contacts at TU Berlin.

We wish you a successful first semester!

Your Academic Advising Service team

## Where are my first points of contact?

Campus Center • Main Building 0030

Whether it's changing your address, academic leave of absence or your student pass: the Campus Center team is here to help with all your administrative questions.

[www.studsek.tu-berlin.de](http://www.studsek.tu-berlin.de)



Academic Advising Service • Main Building 0070

Advice on all your questions concerning every aspect of your studies: from orientation to completing your degree. Our advisers are on hand to help you consider your options, answer your questions and find suitable solutions.

[www.studienberatung.tu-berlin.de](http://www.studienberatung.tu-berlin.de)

International Student Counseling • Main Building 0051

Orientation events for international students make it easier to start your studies at TU Berlin. This team also organizes trips and events, offers counseling for study-related or social matters and you can use their visa service in case you need to extend your residency permit.

[www.betreuung-int-stud.tu-berlin.de](http://www.betreuung-int-stud.tu-berlin.de)

## OUR TIP: Find out what's in your study regulations!

» Your study and examination regulations („Studien- und Prüfungsordnung“, a.k.a. „StuPO“) explain your degree program and list everything you need to do to successfully complete it. They are essential reading and an important guideline in planning your studies. You can find them on the website for your degree program: [www.tu-berlin.de/?id=7001](http://www.tu-berlin.de/?id=7001)

## How does my degree program work?

Introduction days for degree programs

Your studies start with the introduction days for your degree program. Students from higher semesters introduce you to important contacts and explain how you can best create your schedule and which subjects you can choose. So don't miss out on this!

[www.tu-berlin.de/?id=133614](http://www.tu-berlin.de/?id=133614)

Course Guidance

Course Guidance is here to help you with your questions concerning the organization and content of your degree program.

[www.tu-berlin.de/?id=162805](http://www.tu-berlin.de/?id=162805)

Fachschaftsinitiativen (Student initiatives)

Students from each department join forces to create Inis (student initiatives). They are actively involved in university politics, run cafes and represent a point of contact for all students.

[www.tu-berlin.de/?id=133599](http://www.tu-berlin.de/?id=133599)

## Who can help me with math?

All information on mathematics for engineers can be found at Mathematics Service. You can approach the tutors with any questions you may have. Weekly office hours are offered.

[www.moses.tu-berlin.de/tutorien/sprechstunden](http://www.moses.tu-berlin.de/tutorien/sprechstunden)

## OUR TIP: Ask students from higher semesters!

» Course Guidance and Inis provide helpful tips for everyday life in your subject area. They may collect old exams as a useful resource for your studies, for example.



## How can I use the campus IT?

tubIT • E-N Building Room 024

tubIT is the TU Berlin's IT service center. You need to activate your tubIT account to be able to use your email account, the PC rooms, WLAN etc. Your access data will be mailed to you after enrollment. Information on setting up your account and the options available via the TU portal can be found here:

[www.tubit.tu-berlin.de/zielgruppen/studierende](http://www.tubit.tu-berlin.de/zielgruppen/studierende)

The tubIT help desk assists you with questions and problems.

[www.tubit.tu-berlin.de/menue/hilfe\\_beratung](http://www.tubit.tu-berlin.de/menue/hilfe_beratung)

## OUR TIP: Ready for examination take-off!

» Before starting your first exam or graded piece of work, you are required to submit the Declaration of Commencing Studies to the Examination Office:

[www.tu-berlin.de/?id=97214](http://www.tu-berlin.de/?id=97214)

## Who do I speak to about the administration of my examinations?

Examination Office • Main Building  
Rooms 0002, 0010, 0019, 0023, 0025

The Examination Office is the main source of information regarding exams at TU Berlin. To register for and withdraw from examinations, you will need to contact the relevant team in the Examination Office, who are also your point of contact for obtaining your grades and certificates.

[www.pruefungen.tu-berlin.de](http://www.pruefungen.tu-berlin.de)

## Who can help me with family matters?

Family Services Office • Main Building 1111

The Family Services Office is the central point of contact for all questions relating to combining work, studies and family life.

[www.tu-berlin.de/familie](http://www.tu-berlin.de/familie)

Academic Advising Service • Main Building 0070

TU Berlin Academic Advising Service offers a special advice session for students with children on such issues as the course of studies, academic leave of absence and examinations.

[www.tu-berlin.de/?id=138265](http://www.tu-berlin.de/?id=138265)

## How access friendly are my studies?

Office of Representative for Students with Disabilities and Chronic Illnesses • Main Building 0060

The team provides advice on studying with disabilities, puts you in touch with useful contacts and can help with issues such as special consideration requests, compensations for disadvantages and integration support.

[www.tu-berlin.de/?id=133620](http://www.tu-berlin.de/?id=133620)

## Who can help me with personal conflicts?

Psychological Counseling • Main Building 0059-0061

Psychological Counseling provides support for all TU Berlin students facing problems such as personal conflicts and difficulties, stress, problems getting down to work, examination nerves or difficulty making contacts.

[www.tu-berlin.de/?id=133594](http://www.tu-berlin.de/?id=133594)

