

Bard ABROAD

Bard College Berlin
A LIBERAL ARTS UNIVERSITY

STUDENT HANDBOOK **Academic Year, 2019-20**

- **ARTS & SOCIETY IN BERLIN**
 - **LIBERAL ARTS BERLIN**
- **BEGIN IN BERLIN: A FIRST-YEAR EXPERIENCE**
 - **GERMAN LANGUAGE INTENSIVE**
 - **BERLIN THEATER INTENSIVE**
 - **BERLIN SUMMER STUDIO**

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A WELCOME LETTER FROM THE BCB STAFF

Dear Students,

Congratulations on your decision to study in Berlin! We are very pleased that you will be joining us at Bard College Berlin for the semester, academic year or the summer. We at Bard College Berlin warmly welcome your presence and look forward to your contribution to the college's intellectual and cultural life. We believe that your time in Berlin will prove to be an exciting and formative experience.

Bard College is committed to establishing international programs based on mutual respect and genuine dialogue. With students, faculty and staff from more than thirty countries, Bard College Berlin is Bard's most international campus. Life in such a diverse community requires a willingness to engage with others who may think and feel quite differently. It requires the ability to look at one's own thoughts, experiences and commitments through new and sometimes critical eyes. This is often challenging, sometimes exhausting but always, in the end, rewarding. We are here to support you in your efforts to learn from others, and we also want to learn from you and your experiences. We hope that you will share your impressions, successes and observations with us, as well as any problems you might encounter.

This handbook and the location guide are provided to help introduce you to Bard College Berlin, the city of Berlin and life in Germany. We think you will find both to be useful resources both before your departure and during your stay in Berlin. For your convenience, we provide quick language glossaries with some essential vocabulary and phrases in the location guide. We ask you to **read through this handbook before departing for Berlin** and to **refer to it regularly as a reference** while you are here. Please let us know if you have any questions or concerns about anything contained in the following pages: We appreciate any comments or suggestions you may have for future editions.

Best wishes for your Berlin experience,
Dr. Florian Becker and the BCB Staff

I. OVERVIEW OF THE *BARD COLLEGE BERLIN* PROGRAMS

About Bard College Berlin

Bard College Berlin was founded in 1999 as the European College of Liberal Arts (ECLA), with the aim of creating a first-rate liberal arts institution in Europe. Over the years it established itself as an institution with an uncompromising profile, attracting excellent students from all over the world. In November 2011 the ownership of ECLA, was transferred to Bard College by the Christian A. Johnson Endeavor Foundation. The name was subsequently changed to Bard College Berlin, a Liberal Arts University.

Among German universities, Bard College Berlin is unique by virtue of its small size, intimate atmosphere, coherent and imaginative curriculum and decidedly international composition (the student body has included citizens of more than 42 countries). Students work with faculty from different backgrounds on moral, political, epistemic, religious and aesthetic questions, with the understanding that such questions are naturally and deeply connected. Members of the Bard College Berlin community share the facilities of a residential campus and the cultural riches of one of the most dynamic capitals of Europe. Interactive teaching, a convivial campus atmosphere, and small, discussion-centered classes create an opportunity for serious dialogue both inside and outside the classroom.

About Bard Abroad

Bard Abroad at the Institute for International Liberal Education (IILE) at Bard College manages the study abroad programs at Bard College Berlin. The mission of the IILE is to advance the theory and practice of international liberal arts education through the belief that international educational partnerships must be based on mutuality and equality, and that it is important for international exchange to occur at the undergraduate level. Bard has long been a leader in bringing the liberal arts model to new locations throughout the world. Bard College Berlin is the newest member of Bard's international network of liberal arts B.A. programs, which includes partnerships with St. Petersburg State University (Russia), the American University of Central Asia (Kyrgyzstan) and Al-Quds University (Israel/Palestine). In addition, Bard also has a joint venture with Central European University (Hungary).

About the Liberal Arts Berlin (LAB) Program

The program offers participants rigorous coursework in fields such as literature, political theory, philosophy and art history, taking advantage of Bard College Berlin's location in one of the world's most artistically vibrant and historically layered cities. Students are encouraged to intern with a business, a non-governmental organization, an arts institution, or another kind of organization, and to study German. The language of instruction is English and students are encouraged to take a Berlin-centric class such as Kulturforum Berlin (offered in Fall 2016), or Berlin Internship Seminar, offered regularly.

About Begin in Berlin: A First-Year Experience

Incoming Bard freshman have the option to spend their first year studying at Bard College Berlin. The Begin in Berlin program is designed to fit seamlessly into the larger Bard degree and encompasses all the hallmarks of Bard's distinctive academic program. It allows students to participate in Language and Thinking (either in Berlin or in Annandale, depending on the semester they choose to spend in Berlin) and offers an even richer and more comprehensive version of the First-Year Seminar through a Core Course sequence that is the center of Bard College Berlin's curriculum. First-year students complete Citizen Science during their sophomore year.

Students may also choose elective courses compatible with future plans for Moderation. First-year students can expect a deep engagement with fundamental questions such as how to live, what friendship means, and what the purpose of education might be, in a geographical setting that gave birth to some of the most important historical, cultural and intellectual transformations in the Western world.

About the German Language Intensive Program (GLI)

BCB's German Intensive Program is designed for students with basic knowledge of German (equivalent to 2 semesters of college German) who wish to further develop a strong grasp of the German language and culture in context and in the shortest time possible. The course is open to qualified students from Bard.

The language course will commence with a placement test upon arrival. Language classes take place each morning for 4 hours (excluding breaks). Students are taught in small groups by experienced Bard College Berlin faculty. The in-class time and workload correspond to those of a semester-long course at Annandale. The cultural excursions provide an orientation to the city and give students the opportunity to enjoy much of what Berlin has to offer. The cultural program focuses on five main themes: (1) Berlin Today, (2) Old Berlin and Prussia, (3) Weimar Berlin, (4) Jewish Life, Nazi Berlin and the Holocaust, and (5) The Divided City. Guided tours are given by Bard College Berlin faculty and local specialists.

Upon successful completion of the language course, program participants will earn four Bard College credits. In addition, especially motivated students may be eligible to engage in a two-credit independent study project on a mutually agreeable topic with a member of the Bard College or Bard College Berlin faculty.

About the Berlin Summer Theater Intensive

This four-week intensive course will explore techniques in the devising and creating of original theater works as well as immersing the participants in the cutting-edge theater, performance and culture of Berlin. Students will study a variety of 'methods' of creation with Berlin-based artists and, under their guidance, make original theater work. Students

will also explore the historical and contemporary richness of Berlin's theatrical culture with faculty from Bard College Berlin. Each week will culminate in devised work that will be critiqued in a rigorous but constructive way. Students will also work in groups to create a larger scale project over the four weeks of the program that will incorporate the discoveries made each week.

About the Berlin Summer Studio

Berlin Summer Studio is a 4 week interdisciplinary, intensive, art course combining studio time, critiques, and a cultural program in the dynamic context of Berlin. Students will create new works, participate in critique and presentation, and engage in discussion of new influences encountered at art venues and public spaces. Artist faculty mentors introduce students to the skills and social competencies required by artist residencies, grant competitions, exhibition programs, and graduate schools. Readings and class discussions focus on Berlin's status as a place of art production in contrast to the culture of art consumption of other cities.

Location

Bard College Berlin's residential campus is located in the Pankow district of Berlin. The buildings comprise eight renovated former embassies to East Germany. The embassy buildings, designed in the neo-Bauhaus style by Eckart Schmidt, now function as comfortable dorms, spacious teaching offices, a library, studios and performance space, and administration buildings. No building or garden on the Bard College Berlin campus is ever more than a short walk away. With Berlin's excellent public transportation network (BVG), the campus is only 30 minutes away from major Berlin destinations.

Bard College Berlin Buildings

Address

Administration Building	Platanenstrasse 24, Phone: 43733 0
College Secretary	Phone: 030 43733 129
Faculty and Seminar Building	Platanenstrasse 98a,
Faculty and Seminar Building	Platanenstrasse 98
Dining Room, Guest House	Waldstrasse 70, Phone: 47034 152
Library	Kuckhoffstrasse 41, Phone: 47596 649
Office of Residence Life	Kuckhoffstrasse 43, Phone: 43733 102
Student House	Waldstrasse 16, Phone: 47034 147
Student House	Waldstrasse 15, Phone: 47034 136
Student House	Kuckhoffstrasse 24, Phone: 40106 821
SPOK Fitness Centre	Nordendstrasse 56

Administration of the Bard College Berlin Programs

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II. PROGRAM POLICIES AND GUIDELINES

Statement of Responsibility and Assumption of Risk

Every student participating in the Bard in Berlin Program, the Begin in Berlin Program, the German Summer Language Intensive or the Berlin Summer Theater Intensive is **required to sign and agree to Bard College's Statement of Responsibility and Assumption of Risk** prior to participation in the program. Participants are expected to **read the Statement carefully** and take note of all points outlined in it, and are **required to abide by the conditions set forth in this document while on the program**. See Appendix I for the conditions set forth in the Statement of Responsibility and Assumption of Risk.

A copy of this document with your signature is kept on file in the offices of Bard Abroad/The Institute for International Liberal Education. Please see Appendix I for a full copy of this document.

Visas for the Semester (*Fall, Spring or Academic Year Students*)

Participants' Residence Permits for study in Germany are organized and registered through Bard College Berlin, and the institution reserves the right to revoke the validity of visas and residency permits of any students found in violation of German Law or Bard College Berlin's policies. Students are responsible for adhering to Bard College Berlin's deadlines and request for information related to the Resident Permit process. Processing in Germany requires that students surrender their passports for up to 8-10 weeks at the start of term. ***Students wishing to travel during the semester break are advised to plan travel at the start of term, and in consultation with BCB administrators.***

German Residency Permit and Registration (*Fall, Spring or Academic Year Students*)

Students who hold a US or Canadian passport are not required to apply for a visa to *enter* Germany for the purpose of study. Students who are not citizens of the USA or Canada may be required to apply for a visa to enter Germany, and are advised to consult the website of the German Embassy for additional information.

http://www.germany.info/Vertretung/usa/en/05_Legal/02_Directory_Services/01_Visa/Study_Visa.html

US citizens intending to remain in Germany for more than 90 days must apply for a Residence Permit at the immigration bureau *after entering* Germany. This process will be coordinated and streamlined by staff members at Bard College Berlin. Participants should plan to be without their passport for up to 10 weeks after the start of the semester. **DO NOT plan personal travel outside of Germany until you have consulted with BCB staff.**

In order for this process to go as quickly as possible, students must supply all completed required documentation in the first two weeks after arrival at Bard College Berlin to the onsite student services personnel facilitating the immigration proceedings. Students will

have to turn in their passport with their supporting documentation and fee in order to complete the residency permit process. It is advised that students keep a copy of their passport photo and information page with them during this time and use their Driver's License as their official government issued identification.

Students wishing to travel during the break should discuss this with the onsite student services personnel who will facilitate the residency permit process at the Ausländerbehörde (residency permit office) after their arrival in Berlin. There may be a way to expedite the process HOWEVER this is at the discretion of German immigration officials and will require extra documentation of confirmed travel plans. Bard Abroad and Bard College Berlin cannot influence or change German immigration procedures and students are expected to comply with all requests for information and documentation in a timely manner.

Visas for Intensive 1-month Courses

Students who hold a US or Canadian passport are not required to apply for a visa to enter Germany for the purpose of study. Students who are not citizens of the USA or Canada may be required to apply for a visa to enter Germany, and are advised to consult the website of the German Embassy for additional information.

http://www.germany.info/Vertretung/usa/en/05_Legal/02_Directory_Services/01_Visa/Study_Visa.html

US citizens intending to remain in Germany for less than 90 days do not need to apply for a Residence Permit.

Arrival Information

Arrival Day instructions will be emailed to the students directly by the Berlin staff shortly before the program start date.

Bard College Berlin does not provide storage or housing before the start date and after the end date.

On Arrival: Students must pay for their semester long transport ticket of approximately 200 Euros. Students may pay in Euros in cash or wire the funds ahead.

Flight Policy

There is no group flight for any of the Berlin programs, all arrangements for travel to and from Berlin are the ***express responsibility of the student***. Students will make their own travel arrangements and do so at their own financial risk. Students must agree to arrive in Berlin on the program start date specified in the enrollment agreement. Students arriving before the start date of the program must arrange for their own accommodations until the program begins.

Housing Policies

All participants on any of the Bard Abroad in Berlin programs are **REQUIRED** to live in campus housing (apartments or dorms) arranged by BCB staff. It is the participant's responsibility to bring to the program staff's attention any unclear points, difficulties, or misunderstandings. In the event of a participant's expulsion from BCB housing for breach of the rules, program staff will determine possible alternate housing options and/or whether disciplinary procedures should be invoked, including, but not limited to, expulsion from the program.

Important: Students arriving in Berlin before the start date of the program must arrange for their own accommodations until the program begins. Students are required to vacate program housing on the program end date. Those planning to stay in Germany or travel after the end of the program must arrange for their own accommodations.

Students residing in campus housing must comply with the housing regulations outlined in **Appendix IV**. Violators will be fined for each offense accordingly and if damage is incurred, residents will forfeit all or a portion of their security deposit, depending on the extent of the damage. If repair costs exceed the amount of the security deposit, residents will be billed directly for the additional amount owed.

Please note: these policies apply to all programs in Berlin.

Behavior Policies

All participants in the Bard Abroad in Berlin Programs are expected to behave in a way that conforms to German law and community standards. In addition, students who physically or verbally abuse program participants, fellow students, faculty or staff, or other community members, are subject to disciplinary action including but not limited to warnings, probation, suspension and expulsion from the program. Violence or the threat of violence will not be tolerated. The wanton destruction or damage of property, either public or private, is grounds for disciplinary action. Participants are expected to treat all community members, including fellow students and program staff, with politeness and respect.

Students are expected to follow all behavioral, safety and academic policies outlined in this handbook, in addition to the academic policies of Bard College Berlin and its individual professors and administrators.

Community Standards of Behavior

Everyone who lives, works, or studies at Bard, or on a Bard study abroad program, does so by choice and, as part of that choice is encouraged to behave civilly. Participation in the College's intellectual and social activities contributes to the community's vibrancy. In an open educational environment there will be a frequent and often intense exchange of ideas,

even ones that are unpopular and can make others uncomfortable. Each of us should bear this in mind when considering our interactions with others in Berlin and all places where the College is engaged. The community is strengthened when each member fosters civil interactions.

Bard believes firmly in free speech. All members of the College are responsible for maintaining and promoting an open academic and living community. When conflicts arise they should be resolved among the affected parties. The community is designed to support informal resolution through its members including peers, faculty, administrators and staff. Behavior that violates policies articulated in the Bard College *Student Handbooks* is not accepted and formal procedures may be initiated in accordance with the *Student Handbooks*.

The following policy governs the speech of all members of the Bard community, in Annandale and elsewhere, both in and out of the classroom:

The content and nature of interaction among community members is taken seriously at Bard College. The prevailing ethos encourages open discussion and the expression of individual opinion. The College defends the rights of free speech and expression, dissent and protest.

There can be no intellectual debate without honesty and integrity. Honest debate is often uncomfortable. While that is no reason to avoid difficult themes, it is reasonable to ask that the discomfort be mitigated by the good intentions of all involved.

Speech or conduct that employs force or the threat of force is prohibited. Deliberate conduct that egregiously interferes with another's speech, particularly in the regular academic and intellectual pursuits of the College, is prohibited.

Threats, harassment, coercion and acts threatening or causing physical harm are prohibited at Bard, as they are in the public community. Note that the use of certain symbols used by the Nazi dictatorship, such as the swastika, is prohibited by law in Germany.

Speech or expression that is not prohibited, but is rude, lacking in respect, disruptive, or hateful, is discouraged. The College may voice its disapproval of such expression through private communications, public condemnation, the organization of public fora and calls for more speech and open debate.

Alcohol/Drug Policy

Bard Abroad and Bard College Berlin have no tolerance for the use of any illegal narcotics, as designated by German Law. An academic environment is incompatible with the use of illegal drugs, the abuse of any drugs, and the use of drugs or medications not medically prescribed and supervised. If such use should occur, the participant involved will be immediately expelled from the program, his or her visa/residency permit may be revoked, and he/she may be deported back to his/her home country. In addition, the appropriate

officials at the student's home institution will be notified. Illegal possession or transfer of controlled substances as defined by German law will also lead to immediate expulsion from the program, revocation of visas/residency permits and deportation, as well as notification of officials at a student's home institution. All program participants must take responsibility for their own actions and for compliance with German narcotics laws.

By German law only persons over the age of 16 may consume alcoholic beverages such as wine and beer, and only persons over the age of 18 may consume spirits or other strong alcoholic beverages. Students are urged to consider the dangers and negative health effects of drinking before deciding to purchase alcohol. They are expected to attend class and program activities and events in a sober state. Students who violate this policy are subject to disciplinary action including but not limited to warnings, probation, suspension and expulsion from the program. Those whose alcohol use repeatedly leads to problematic behavior will be subject to disciplinary action. A participant may be expelled from the program when the abuse of alcohol becomes a threat to personal or community safety or wellbeing as evaluated by program staff and in consultation with the Associate Dean of the College at Bard College Berlin and the Director of the IILE at Bard College.

Non-Discrimination Policy

The Bard College Berlin community comes from many different backgrounds and includes different religions, races, ethnic ancestries, and sexual orientations. We celebrate this diversity and recognize that persons are entitled to be treated with tolerance, respect, dignity, and understanding.

The Bard College Berlin community is committed to freedom of thought, speech, and discourse in an atmosphere uncorrupted by unlawful discrimination on the basis of race, color, gender and/or sex, religion, sexual orientation, age, ethnic or national origin, disability, or military veteran status. Any behavior that violates this policy will be thoroughly investigated and the violators of such policy will be subject to disciplinary action. Discrimination and harassment of any kind, including sexual harassment, will not be tolerated.

Cultural Norms & Code of Conduct

Bard College is committed to maintaining a healthy and safe learning, living, and working environment and to creating an environment that promotes responsibility, dignity, and respect. This commitment extends to all Study Abroad programs whether domestic or international. All Bard students are expected to adhere to the Code of Student Conduct even while studying abroad. Regardless of location, safety is important and should be taken very seriously.

Host communities may have different cultural norms and attitudes regarding students, nationality, gender, race, sexual orientation, and many other identifying characteristics. These cultural differences are important to recognize and determine how they may impact life and safety abroad. What is appropriate in one community may not be appropriate or expected in another community, even within the same country. Bard Abroad will hold an

orientation session prior to travel. This is a good opportunity to learn more about the location where you will study abroad.

Relationships Abroad

Behavior and relationships may be viewed differently in host communities than you are accustomed. Be aware of norms regarding gender, behavior, dating, and relationships in your host community. Public displays of affection may not be tolerated and different gender groups or friendships should be considered based upon your host community. It is important to educate yourself on the social norms and local laws, particularly in regard to gender equality and same sex relationships. If possible, talk with peers, staff, or faculty who have been in the host community to obtain information, tips, and resources.

Title IX Abroad & Gender-Based Misconduct

Bard College does not tolerate harassment and discrimination on the basis of sex (including sexual harassment, sexual violence, domestic violence, dating violence, or stalking), race, color, religion, national origin, disability, age, sexual orientation, gender identity, pregnancy, military status, or veteran status. This prohibition extends to harassment or discrimination, based on the protected status listed above, including the creation of a hostile working, educational, or living environment. To view Bard's Policies on Sexual Harassment, Violence and Discrimination, click on this link:

www.bard.edu/titleix/policies/

You have the right to safely access your educational resources and opportunities. Students who are studying abroad through a Bard affiliated program and experience sexual and/or interpersonal violence have access to Bard College's resources, procedures, and protocol. If you experience sexual harassment, sexual misconduct, domestic/dating violence, or stalking you have many options, resources, and services available to you.

For information on resources, services, and options please contact:

Brian Gallagher, Head of Student Life at Bard College Berlin, or Shoshana Gray, J.D., Associate Dean for Gender Equality Gahagan 201 (Annandale Campus), Phone: 845-758-7542 Email: titleix@bard.edu

Discipline and Expulsion of Students

The College uses preponderance of evidence as a guide when involved in the discipline or dismissal of students. With sufficient cause, the College will opt to protect the community rather than find undeniable proof of a serious violation of College Policy or Community Standards of Behavior. The College's policy with respect to discipline or dismissal of students (on other than academic grounds) is as follows:

A. *On-Campus Activities*: A student is subject to discipline or dismissal for his or her activities if the student interferes with the College's academic or administrative functions or with free speech; uses violence or the threat of violence; disrupts community living on campus; or violates the Community Standards of Behavior or a specific written policy of the College.

B. *Off-Campus Activities*: A student is subject to discipline or dismissal for off-campus activities when they are related to the College's academic or administrative functions or demonstrates egregious or persistent behaviors not commensurate with the Community Standards of Behavior or constitute a danger to others on campus or in the local community. Arrest, conviction of a crime, or flagrant disregard of German law may also constitute grounds for expulsion from the Program.

C. *Limitations*: Whether official non-College action has been taken or is likely to be taken against the student and whether such non-College action is likely to be effective in deterring similar conduct by the student in the future are factors that will be considered in determining whether discipline or dismissal should be imposed in a particular case. In all cases it is understood that the College's function is educational and not penal.

D. *Student Illness*: Nothing in this statement of policy should be construed as limiting the right of the College to exclude from the campus students who by reason of serious physical or mental illness constitute a danger to others on campus or are otherwise incapable of continuing to function as responsible members of the College community. When there are reasonable grounds to believe that a student's health is so impaired, the College may insist that the student be examined by appropriate medical professionals and may recommend the student petition for a leave of absence.

E. *Enforcement*: Safety and Security Officers, Residence Life & Housing Staff, the Director of Bard Programs, and the Provost and member of the staff are authorized to enforce college policy. All are authorized to enter a student's room with reasonable grounds when entry is considered essential to the enforcement of serious violations of College policy, particularly in situations believed to pose immediate harm. Students are expected to display appropriate IDs to College personnel upon request.

Sanctions

After a hearing, either formal or informal, in which accountability is established, an appropriate sanction may be imposed on students who are found to be in violation of Bard Abroad program rules and policies or otherwise subject to disciplinary action. Notice of such a sanction can be given by the Program Coordinator, the Associate Director, IILE, Associate Dean of the College at Bard College Berlin, or the Dean of International Studies at Bard College.

Sanctions generally include social probation and expulsion. Social probation is an official warning. During the period of time for which it is assigned, any violation of program rules, especially violation of the rule that led to the probation, will be cause for serious

disciplinary action. Social probation can have provisos or conditions attached to it, including but not limited to apologies, community service, counseling, restitution, or fines. Failure to meet the terms of the provisos can result in the withholding of grades or transcripts or expulsion from the program.

Individuals on social probation may be required to seek medical counsel and/or to meet regularly with program staff. Social probation will end once the grievance committee determines that the student has fulfilled the conditions of the probation.

If the case is severe enough, or if the student has a history of social probation(s), the participant may be expelled from the program. Program staff will help the participant to make the necessary arrangements to return to the United States; however any cost associated with the departure will be the responsibility of the student.

Notifications of all sanctions will be sent to relevant parties at Bard College and the student's home institution. All program participants have the right to appeal all program and academic sanctions to the Director of Bard Programs (BCB) or the Dean of International Studies at Bard College.

Grievances

During the course of the program, all students, program administrators and Bard College Berlin faculty have the right to voice a grievance against teachers, fellow students or staff members whom they consider to have failed to meet contractual obligations, to perform their duties, to behave according to recognized professional standards, or to act in accordance with institutional policies.

Upon receipt of a grievance from or against a Bard Abroad participant:

- The Director of Bard Abroad Programs at Bard College Berlin will interview the program participant and any other involved parties to give all involved an opportunity to voice their side of the issue;
- If the Director determines that a Bard Abroad or Bard College Berlin policy has been violated, he will convene a grievance committee to determine an appropriate sanction. The grievance committee may include the Director and individual faculty members or administrators at Bard College Berlin or Bard College.

The Director will supply the program participant with written notification of the applicable committee's decision and any sanctions involved.

Withdrawal from the Program, Program Cancellation, and Tuition Refunds

If a student chooses to withdraw from a Bard College international program, he or she must inform the IILE in writing immediately.

Because student safety is of critical importance, Bard College reserves the right to cancel any Bard-sponsored program in a location or context that is considered unsafe by the College. The Institute for International Liberal Education (IILE) regularly reviews information provided by the U.S. Department of State and monitors other sources for information about the countries where students are or will be studying on Bard programs.

In the event of a withdrawal or cancellation, the withdrawal and cancellation policies found in the Appendices apply.

III. INSURANCE, HEALTH AND MEDICAL CARE

Health

Please be sure that you have self-reported any medical and mental health conditions to the Bard Abroad staff, including a list of the medications that you take and will need to have with you while abroad. All visiting students on study abroad programs in Berlin are enrolled in a comprehensive health policy through GeoBlue. GeoBlue provides a Berlin network of local doctors, care centers and providers. When students wish to see a doctor they call the Global Health Team at GeoBlue which will set up an appointment for them, and arrange for direct pay. By dialing the Global Health team students avoid paying out of pocket and filing claims.

In addition Bard College Berlin has a contract with an experienced primary care physician who holds office hours on campus and who will refer you to a specialist if needed. If you need to see a physician off campus, Staff will accompany participants to the doctor if so desired. In an emergency, participants should go immediately to the doctor or emergency room and contact Brian Gallagher or Tina Marie Joaquim as soon as possible.

Counseling

U.S. students with established relationships with a U.S.-based counselor or therapist may wish to consider maintaining communication through Skype or email. Any student who sees a counselor on a regular basis is encouraged to discuss strategies for managing stress and anxiety during their time abroad. Please also refer to the literature at your university abroad or talk with your program manager to find out about local counseling options.

Insurance Policy

All students participating on a Bard Abroad Program are covered by a travel health insurance plan with GeoBlue. Students making individual travel plans outside the program dates are responsible for securing their own insurance.

Provider: GeoBlue

Name on Account: Bard College

Phone: (610) 254-8771 (Collect from outside the US)

Website: <https://geobluestudents.com/for-students-members>

You will be provided with login information during the pre-departure process. Members can log in to the website to access GeoBlue's comprehensive online resources:

- 📄 View plan benefits
- 📄 Download ID cards and claim forms
- 📄 Check the status of a pending claim
- 📄 Prepare for a successful study abroad experience using Well Prepared
- 📄 Search for a doctor in the U.S. and overseas

- 📖 Use the medical drug, term and phrase translation guides
- 📖 Access important health and security news and profiles for cities worldwide

A wallet card with emergency contact numbers and policy information will also be provided to all students at or by the start of the program. Students should log in to the portal to see a description of the coverage and a list of the exclusions.

With the GeoBlue mobile app you can also have convenient access to the best local doctors, hospitals and resources anywhere in the world. The app can be downloaded from the website.

Coverage includes:

- This plan has no deductible
 - Benefit Amount \$100,000 per Insured Person per Covered Injury or Sickness
 - Dental (Injury Only) up to \$500
 - Psychological Treatment Reasonable expenses up to 20 visits in an Outpatient basis
 - Emergency Medical Evacuation \$250,000. Maximum lifetime benefit
 - Security Evacuation and Natural Disaster Benefit up to \$25,000
 - Accidental Death and Dismemberment up to \$10,000.
 - Repatriation of Remains \$25,000.

*Note: German law requires all students to show proof of health insurance. To this end, during your first week at Bard College Berlin you will be instructed to fill out and submit the “Antrag auf Befreiung von der Krankenversicherungspflicht als Student” form (sample of completed form found in the Appendices for your reference).

Certificates of insurance coverage will be issued for each student enrolled in either the Bard Student Health Plan or Bard Travel plans.

Certificates of Insurance and Plan Brochures

Detailed certificates for the Bard GeoBlue policy are available to all students, as well as general brochures. Please see the GeoBlue website or the Program Coordinator.

IV. SAFETY AND SECURITY IN GERMANY

US Citizens traveling abroad should also regularly monitor the Department of State's Bureau of Consular Affairs' website for the latest security information, travel warnings, travel alerts, and worldwide cautions. This information can be found at the following website: <http://travel.state.gov/content/passports/english/country.html>

Up-to-date information on safety and security can also be obtained by calling 1-888-407-4747 toll-free within the U.S. and Canada, or by calling a regular toll line, 1-202-501-4444, from other countries. These numbers are available from 8:00 a.m. to 8:00 p.m. Eastern Time, Monday through Friday (except U.S. federal holidays).

Registering with the US Consulate

As part of the post-decision process, all U.S. citizens will be required to register in the STEP (Smart Traveller Enrollment Program) run by the US Department of State; more information can be found at: <https://step.state.gov/step/>

The Embassy is located at:

Clayallee 170, 14191 Berlin

Tel. (49) (30) 8305-0 (emergency services only)

Tel. (49) (30) 8305-1200 (routine calls, 2-4 p.m. Monday-Thursday)

Country Specific Information

Please read the sections on "Safety and Security" and "Crime" from the US State Department's country-specific information pages for Germany:

http://travel.state.gov/travel/cis_pa_tw/cis/cis_1123.html

**Students and parents should consult the site from time to time to remain up to date.*

Petty Crime in Germany

Petty crime is by far the most widespread form of criminal activity in Germany, and can be dealt with by using everyday street smarts.

Pick pocketing is a common problem on crowded streets and on public transportation; students should keep their wallets or purses in secure locations and be aware of their bags and pockets. Students should be especially aware on the U-Bahn and at the Bahnhof Zoo, where pickpockets specifically target foreigners. Be conscious of your surroundings, especially when taking money out of ATMs, and when walking on the street at night. Do not carry large sums of money with you unless it is absolutely necessary. On each U-Bahn station platform, there is a red panic button that can be pushed if need be. Guards also patrol most stations. German police are called polizei, and they usually drive vans, which are white and green in color. Ambulances are called Rettungswagen, and are white and orange in color.

Berlin is generally a safe place, with crime levels that are similar to and lower than other large cities' statistics in the United States. Behavior that makes one stand out as a tourist or foreigner (such as speaking loudly in English in public or taking photographs of surroundings in non-touristy areas) can bring on unwanted attention.

General Safety Tips to Remember:

- Streets can be icy in the winter.
- Travel with others, especially late at night.
- Always be aware of your surroundings, especially at night.
- Always take licensed car services, and never get into a car with a drunk driver.
- Leave unneeded credit cards, money, jewelry, and documents at home in a safe place.
- If you feel in danger, always try to get into a public place, such as a store or restaurant.
- Stay out of the bike lanes (unless you are cycling). Bicycles have priority use of these lanes, you risk being hit by a cyclist if you are not aware of where you are walking.
- Observe how people behave and comport themselves in public and make an effort to adopt similar behavior. In other words, don't be an obvious foreigner.
- Listen to your gut. If you are alarmed or spooked, take a calm moment to assess the situation around you and decide what your options are for getting to a safer place. Then make a decision and act.
- Don't take unnecessary risks. Think twice before engaging in unsafe activities, and try to have others travel and explore with you. Your time in Berlin is likely to provide you with some of the most valuable and positive experiences in your life, but not everything will always go as planned. If things go awry, react calmly and access the support systems and contacts that have been provided to you.
- Avoid large public gatherings such as demonstrations and protests, these can turn violent quickly and lack of fluency in the local language will leave you at a disadvantage.

Report any crime to Program staff immediately!

Emergency Numbers

- In the case of an emergency, please call public emergency services first (numbers below), then call BCB.
- German Emergency Telephone Numbers

110 Police

112 Emergency: Ambulance, Fire Department, Police

The number 112 (equivalent to the US's 911) can be dialed to reach emergency services - **medical, fire and police** - from anywhere in Europe. This **emergency number 112** can be called from any telephone (landline, pay phone or mobile cellular phone). Calls are free.

- Bard College Berlin Security: Phone: 0152 0133 0241 (mobile)
- Bard College Berlin Emergency: Phone: 030 - 43733 555
- The BCB emergency phone is carried by the member of Student Life on call

APPENDIX I: STATEMENT OF RESPONSIBILITY AND ASSUMPTION OF RISK

The undersigned is a student seeking enrollment in the **Bard in Berlin, Begin in Berlin, the German Summer Language Intensive or the Berlin Summer Theater Intensive program** (hereinafter referred to as "program"). In consideration for acceptance into the program, the undersigned agrees to the obligations and considerations set forth herein. Student acknowledges that participation in the program is wholly voluntary. Reference in these conditions to Bard College (hereinafter referred to as "Bard") shall include all its officers, trustees, employees, agents and related parties, individually and collectively. Reference in the conditions to "participants" shall include all students who have been accepted into the program. All reference herein to "the parents" of the participants shall include the legal guardians or other adults responsible for the applicant.

Academic

Academic Responsibility: For the satisfactory completion of the course for credit, participants are expected to attend all lectures and seminars and to complete all assignments and examinations in a timely way.

Administrative

Participation: Bard reserves the right to accept or reject any proposed participant.

Photos: Participants consent to the use, reproduction, and publication in any media, now known or later developed, of their photographs, comments, and photographic likeness by Bard for publicity and educational purposes insofar as Bard may in its discretion think fit.

Orientation: The Participant understands that continued eligibility for participation in the program is conditioned upon attendance of such orientation sessions as may be required by Bard, as well as attendance of classes and other scheduled activities.

Independent Travel: Opportunities for independent travel may occur during participating in the Academic Program and Bard does not wish to discourage participants from taking advantage of them. However, the Participant agrees to inform an official representative of Bard and the Sponsoring Agency of his/her travel plans and the Undersigned understand that Bard undertakes no responsibility for the Participant when she or he is traveling independently during the course of the Academic Program.

Separation from Group: The Undersigned acknowledge and understand that in the event the participant becomes detached from the program group, fails to meet a departure bus, airplane, or train, or becomes sick or injured, the participant will bear all responsibility and costs to seek out, contact, and reach the group at its next available destination.

Cancellation Policy: Because student safety is of critical importance, Bard College reserves the right to cancel any Bard-sponsored program in a location or context that is considered unsafe by the College. In the event that Bard decides to cancel this program, the program

cancellation policy and associated tuition refund policy as set forth in the *AUCA-Bard Student Handbook* applies.

Withdrawal Policy: If a student chooses to withdraw from the program he or she must inform the IILE in writing immediately. In such cases the withdrawal and associated tuition refund policy as set forth in the *Student Handbook* applies.

Document Responsibility: No responsibility is accepted by Bard for failure by participants to carry the relevant passports, visas, tickets, or other documents required for the purpose of travel or for their loss or replacement.

Termination Policy: If any participant should have his or her participation terminated, then Bard shall have the right to require the participant to quit the program without refund or fees.

Travel Arrangements: Bard will endeavor to adhere to all arrangements made but nevertheless reserves the right to change or alter any arrangement of location or content of the program or travel arrangements should Bard deem such alteration necessary. The Undersigned acknowledge and agree to accept all responsibility for loss or additional expense due to delays, disruption or other changes in the means of transportation, travel arrangements or other services, whether because of sickness, political unrest, weather, strikes, or other unforeseen causes. The Undersigned acknowledge and understand that Bard assumes no liability whatsoever for any loss, damage, destruction, theft or the like to Participant's luggage or personal belongings, and that Participant has retained adequate insurance or has sufficient funds to replace such belongings.

Laws Governing Services: All services and accommodations are subject to the laws of the country in which they are provided.

Health and Safety

Health and Safety: Bard reserves the right to take whatever action it may consider warranted by circumstances relating to the health and safety of the participants, and the undersigned hereby releases Bard from any liability for such actions or decisions.

Hazards: The undersigned acknowledges that study abroad involves certain hazards including but not limited to risk of injury, unsanitary conditions, civil unrest, robbery, assault, death, various diseases, transportation risks, and terrorism.

Participant Welfare: Bard cannot guarantee the safety or welfare of participants. The Undersigned are aware of all applicable personal medical needs, and have discussed such needs with program staff during the enrollment process. Bard will make reasonable efforts to inform participants of safety and welfare conditions related to the trip. Bard has no responsibility regarding any independent travel, non-sponsored activities, or absences from Bard sponsored activities, which is strictly at the individual's own risk.

Medical Personnel: The Undersigned understand and agree that Bard does not have medical personnel available at the location of the program, during transportation, at the

host institution, or anywhere in the foreign country. The Undersigned hereby grant Bard, its agents, employees and students acting as employees permission to authorize emergency medical treatment, if necessary. Such action by said persons shall be subject to the terms of this Agreement. Bard, its governing board, members thereof, officers, agents, employees and students acting as employees assume no responsibility for any injury or damage which might arise out of or in connection with such authorized emergency medical treatment. The Undersigned agree to be fully responsible for all costs and expenses incurred in connection with such treatment, subject to reimbursement or coverage by insurance.

Insurance: Bard College maintains an umbrella travel accident insurance policy providing assistance to all participants in the event that medical or security evacuation from the Program location is deemed necessary. The Participant is responsible for payment of all medical and hospitalization costs while undertaking this Academic Program, and for filing all of the required claims and documentation according to his/her insurance company's reimbursement policies. The Undersigned agree that Bard cannot be and is not responsible for attending to any of Participant's medical, medication or hospitalization needs and that the Undersigned assume all costs, risk and responsibility thereof.

Operating a Motor Vehicle: Bard strongly discourages Participant from operating vehicles while participating in the Academic Program. Traffic congestion and different laws and regulations, civil and criminal, can make driving motor vehicles in foreign countries extremely hazardous. Insurance requirements, or other financial responsibility laws, vary from country to country. In addition, most international insurance plans exclude coverage for reimbursement of claims for treatment related to injuries sustained while operating a motorized vehicle in a foreign country. If, however, the Participant is determined to operate a motor vehicle while abroad, the Undersigned recognize that Bard assumes no financial responsibility for insurance, legal aid, assistance in connection with any tax difficulties, or for the care of the Participant should s/he be involved in a motor vehicle accident.

Behavior

Behavioral Responsibilities: All participants will at all times comply with rules, standards, and instructions for student behavior set forth in the *Bard Student Handbook* and as reflected in the Community Standards of Behavior. Bard reserves the right to enforce the standards of conduct and specifically reserves the right to terminate participation in the program by anyone who fails to maintain these standards or for any action or conduct which Bard considers to be incompatible with the interests, harmony, comfort, and welfare of other participants. Due to the nature and location of study abroad programs, all violations of social, behavioral and academic policies, as outlined in the *Bard Student Handbook* are adjudicated by the Program Director. Students may appeal decisions to the Dean of International Studies of Bard College. Students whose conduct warrants termination from the program will have the right to appeal to the President of Bard College or to an administrator appointed by the President.

Property Damage: Should a participant damage property belonging to Bard or any other college, hotel, hostel, or belonging to any individual associated with any of the foregoing, the participant agrees to indemnify the injured party, regardless of whether the loss or damage arises out of the joint or concurrent negligence of any other party, and agrees to accept such penalty as Bard may reasonably impose. The participant also agrees to discharge all other indebtedness or obligations to Bard before the conclusion of the program and understands that failure to do so may result in the withholding of credit and the payment of administrative fees for the subsequent discharge of these obligations.

Substance Abuse Policy: The use, distribution, transportation, possession or sale of a controlled drug or substance, or unauthorized prescription while a participant on this program represents a serious breach of conduct and will result in expulsion from the program and notification of the appropriate officials of the parent institution and/or others who may be concerned. Also, to be present, though not a participant, during a violation of this policy may in itself be deemed a violation and subject to penalty.

Legal

Release of Liability: The undersigned discharges Bard College, its agents, employees, and officers, any tour organizer or arranger, any host college or hostel, and all employees and agents of the foregoing, from liability for any and all claims for sickness, personal injury, death, property damage, or other loss, of whatever nature and howsoever caused, that may arise out of or be in any way related to the program or the undersigned's participation therein including, but not limited to, claims resulting from delay; the criminal acts of others; the use of any vehicle; strike; war; threat or act of terrorism; weather; sickness; quarantine; any governmental restriction or regulation; or any act or omission by steamship line, airline, railroad, coach line, taxi service, hotel, restaurant, college; or any other person, except for the negligent acts of Bard and intentional acts. Participants are urged to have personal insurance for all such contingencies.

Indemnity: The participant agrees to assume the liability and all claims or damages for any sickness, personal injury, death, personal injury, death, property damage or any other loss that may arise, either wholly or in part, out of any negligent, intentional or other act or omission by the participant in connection with the program, including those claims or damages that may arise out of the sole, joint or concurrent negligence of Bard.

Laws of other countries: The Undersigned recognize that each foreign country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, drug use and behavior. In particular, political activities or use of illegal drugs may subject the Participant to significant civil or criminal penalties. The Participant agrees that s/he will become informed of and will abide by all such laws and standards for each country to or through which the Participant travels during the Academic Program. Neither Bard nor the US Embassy can obtain release from jail for a US citizen, but can only aid in obtaining legal assistance.

Legal representation: The Undersigned acknowledge and understand that should Participant have or develop legal problems with any foreign nationals or government of the host country, Participant will attend to the matter personally with Participant's own personal funds. Bard is not responsible for providing any assistance under such circumstances.

Each signatory to this document acknowledges that he/she is above the age of 18, that he/she has read the above statement and agrees to the conditions set forth above. This release and hold harmless agreement binds the members of my family and spouse, and my estate, family, heirs, administrators, personal representatives, and assigns.

The undersigned further agrees this Statement of Responsibility and Assumption of the Risk is to be construed under the laws of the State of New York, U.S.A., without regard to its conflict of laws provisions, and that jurisdiction and venue in Dutchess County, New York. If any portion hereof is held invalid, illegal, or unenforceable, the remaining portions shall be in full force and effect.

I HAVE READ THIS DOCUMENT BEFORE SIGNING IT AND I SIGN THIS DOCUMENT OF MY OWN FREE ACT AND DEED, INTENDING TO BE BOUND BY THE PROMISES I HAVE MADE HEREIN.

A copy of this document with your signature is kept on file in the offices of the Institute for International Liberal Education.

APPENDIX II: WITHDRAWAL AND CANCELLATION POLICIES

Withdrawal Policy

A participant may withdraw from the program at any time. If a student chooses to withdraw from a Bard College international program, he or she must inform the Institute for International Liberal Education (IILE) in writing immediately.

In such an event, the following policies apply:

- The program deposit is non-refundable.
- If an accepted student chooses to withdraw prior to a program's commencement — the established arrival date in country — he or she will be responsible for paying any unrecoverable program costs that the IILE or the program has incurred on his or her behalf. Such costs may include, but are not limited to: pre-paid meals, pre-paid room or housing reservation deposits, airline deposits or airline tickets, bus rental fees, tuition payments to the host university, and payments for guides. Thus, even if the student has not yet paid the full program balance and does not attend the program, he or she may be responsible for paying these unrecoverable program costs. Therefore, it is in the student's best interest to notify the IILE immediately upon making a decision to withdraw in order to minimize unrecoverable expenses made on the student's behalf.
- If a student chooses to withdraw after a program's commencement — the established arrival date in country — for any reason, including academic or personal, no refunds will be given. In addition, any student who withdraws before completion of the program may not be eligible to receive academic credit from the program.
- If a student is required to return to the U.S. after a program's commencement — the established arrival date in country — due to serious illness, death, or death within the immediate family IILE will make every effort to refund recoverable costs to the student.
- If a student is dismissed from a program due to behavioral, academic, legal, or other related issues no refunds will be given.

Notes:

- Students receiving financial aid should consult with the financial aid office at the home institution for information about how withdrawing from a program would affect their federal, state, and/or institutional aid.
- Because full refunds are often not possible, **we strongly urge students to purchase either trip cancellation/interruption insurance for all or part of the full program cost, including tuition or tuition insurance.** Policies vary widely in terms with regard to covered expenses, price, and the timing of when policies must be purchased, so students should check directly with insurance providers for more details.

Program Cancellation Policy

Because student safety is of critical importance, Bard College reserves the right to cancel any Bard-sponsored program in a location or context that is considered unsafe by the College. The Institute for International Liberal Education (IILE) regularly reviews information provided by the U.S. Department of State and monitors other sources for information about the countries where students are or will be studying on Bard programs.

In such an event, the following policies apply:

If Bard College cancels a program because of safety concerns, an emergency, or a natural disaster prior to the program start date:

- The IILE will make every effort to refund *recoverable* program costs to the participants. Unrecoverable program expenses (e.g., program deposits, airfare, pre-paid excursion expenses, housing fees, tuition payments, other operating costs) cannot be refunded.

If Bard College cancels a program after it has commenced, from the day of the pre-departure workshop, due to safety concerns, an emergency, or an act of God:

- The IILE will make every effort to help students complete the academic work from the program and, depending on the circumstances, possibly earn the intended academic credit from the program. Whether or not this is possible depends largely on the particular program, the circumstances of the academic work of the program, and the length of time remaining in the program after the official cancellation date.
- The IILE will make every effort to refund *recoverable* program costs to the participants. Unrecoverable program expenses (e.g., program deposits, airfare, pre-paid excursion expenses, housing fees, tuition payments, other operating costs) cannot be refunded.

Notes:

- The IILE will review program cancellations on a case-by-case basis for students who are receiving financial aid from Bard or from their home institutions.
- Because full refunds are often not possible, **we strongly urge students to purchase trip cancellation insurance and tuition insurance.** Policies vary on when trip cancellation insurance and tuition insurance must be purchased, so students should check with insurance providers for more details.

APPENDIX III. "BEFORE YOU LEAVE THE U.S." CHECKLIST

- Visit the doctor for a check-up and any needed vaccinations
- Fill all needed prescription medications for the duration of your program. If you are unable to get enough for the duration of your stay, have your doctor write the prescription with the generic drug name. You will then need to go to a local doctor after you arrive to have a new prescription written.
- Visit the dentist for a check-up and cleaning (do not plan to go to the dentist in Germany)
- Check with your bank to make sure that your ATM/Debit card and credit cards will work at German banks; alert them that you will be using your debit/credit cards in Germany for the period of your program
- Make sure that you understand the credit transfer rules of your home institution
- Make a list of emergency numbers to keep with your passport, including:
 - Your family phone numbers and e-mail addresses
 - Phone numbers for your bank and credit card companies (to cancel stolen cards)
 - Phone number and e-mail address of your contact person at your home institution's international office.
- Make photocopies of:
 - your passport photo page
 - your ATM/credit cards
 - your GeoBlue insurance policy/card and any other insurance cards you may need
- Take and print out photographs of your musical instrument to demonstrate to German customs officer

APPENDIX IV. BARD COLLEGE BERLIN HOUSING REGULATIONS

Upon check-in at the residence hall, students will be required to pay a refundable security deposit of 200 EUR to Bard College Berlin. Bard College Berlin reserves the right to retain the security deposit until after participants have returned home from the program and adequate time has been allowed for checking student rooms and common spaces for any damage. Bard College Berlin reserves the right to refund the deposit electronically up to three months AFTER the program end date.

NOTE: Property Insurance: *Program participants' possessions are not insured under any Bard College or BCB insurance policy. The program does not accept responsibility for any thefts or losses from participants' rooms or anywhere else on campus at any time. This applies to damages from water, steam, soot, smoke, fire, or other destruction. Participants who wish to have property insurance should make individual arrangements.*

Students residing in campus housing must comply with the following rules of residency. Violators will be fined for each offense accordingly and if damage is incurred, residents will forfeit all or a portion of their security deposit, depending on the extent of the damage. If repair costs exceed the amount of the security deposit, residents will be billed directly for the additional amount owed.

RULES OF RESIDENCY FOR ALL BARD COLLEGE BERLIN STUDENTS IN CAMPUS HOUSING

Room Entry

BCB reserves the right to enter and inspect any room when, at the discretion of a staff member, it is deemed necessary for security, safety, maintenance repairs or policy enforcement. This specifically includes the right to inspect program participants' rooms to confirm compliance with program and BCB policies and room use, recover BCB property, ensure preservation of clean and sanitary conditions, fire prevention, or personal health and safety. The program respects its students' right to privacy; however, it reserves the right to enter any room when necessary. Whenever a room is entered without the student's prior knowledge, every effort will be made to alert the student that his/her room was entered, and the reason for room entry will be made clear.

Security

While every effort is made by the program to ensure the safety and security of all participants, it is also particularly important that all participants participate in behavior that protects the safety and security of all campus community members. Exterior doors for all dormitories are to remain closed and locked 24 hours a day. Participants must use assigned keys or chips to enter dorms and must not enter the building through means other than the main entrance doors. Entrance of dormitories through windows or other avenues is not permitted. Doors are not to be propped open at any time. BCB reserves the right to apply a 50 EUR fine per instance of door propping. Residents should not provide access to residence halls to any unknown persons.

The residential staff/night watch should be contacted immediately if someone persists in trying to gain access to an area without the appropriate key or appears suspicious or engaged in suspicious behavior. Forcing doors open will result in a 50 EUR fine plus the cost of repair. Tampering with, removing, or damaging window screens may result in a fine plus cost of repair.

The program is not responsible for lost or stolen items. Each participant is encouraged to obtain some form of insurance to cover personal property against theft, loss or damages.

Fire Safety

Fire equipment and procedures are life-saving matters. A minimum of a 100 EUR fine to a maximum fine of 300 EUR will be levied in all cases involving fire safety in addition to any associated cost of repairs. Participants may face disciplinary action in certain instances. Fines are issued to: persons who are responsible for false fire alarms or negligent behavior resulting in a fire alarm; persons found tampering with fire extinguishers or alarms; persons engaging in behavior which is construed as a fire hazard and for tampering, blocking or propping fire control doors. Fines are intended as a deterrent against such actions, as the local volunteer fire departments are required by law to respond to all fire alarms on campus regardless of the cause. False fire alarms, improper discharge of fire extinguishers causing a fire alarm and other such offenses are serious policy violations as they slow response time from the local fire department and take equipment out of use which could be needed in a real fire or emergency.

Any participant found responsible for an actual fire in a building, even accidental, may be charged for all resulting damage and may face disciplinary action including expulsion from the program, and deportation as well as notification of officials at the home campus. If the fire was an intentional fire the fine will be added to any associated costs.

Everyone is required to leave a building during a fire drill or alarm. Failure to cooperate (i.e. refusing to leave, sleeping through the alarm, etc.) is a serious infraction and will result in the issuance of the fire fine plus disciplinary action.

Fire drills are held on a regular basis to familiarize students with protective procedures:

1. When an alarm sounds, think clearly about all the available exits from the building so that if one exit is blocked, you can alter your route without delay.
2. Close the windows.
3. For protection, put on a coat and hard-soled shoes.
4. Before opening a door, feel it for heat to determine whether it is safe to enter the corridor.
5. Turn off the lights and close the door behind you.
6. Do not rush. Order and quiet are essential.
7. Knock on other doors as you leave the building.
8. Exit to the designated gathering area (as identified by the Site Manager during orientation) as quickly as possible.
10. If you are in study or social areas, leave by the nearest exit without returning to your room. Make sure that you are accounted for as soon as possible.
11. Do not leave the designated gathering area until you are accounted for and told you may leave.

Security and Residential Life staff are required to make a visual check of the entire building, including all residents' rooms, before participants are allowed to return to the building. Any policy violations discovered during these visual checks will be addressed according to normal disciplinary procedures.

Program participants wishing to have a controlled fire outside on campus at one of the designated fire locations must request permission from the Site Manager. All unauthorized fires will be handled as above.

Fire Safety Policies

Electrical Equipment

The following electrical equipment may be used in program participant rooms: alarm clock, fan, hair dryer, computer, iron with automatic shut-off, radio, stereo, television, study lamp, humidifier. The following may be used in the dorm kitchens, but not in students' rooms: coffee maker, popcorn-maker, toaster oven, hot plate, hot pot, rice cooker, and individual microwave oven. The following may *not* be used in any dorm: any exposed coil heater, heating pad, portable heater (except those provided by the Office of Residential Life or the Site Manager), candles, incense, or air conditioners. Surge protecting power strips plugged directly into a wall socket are permissible. Any prohibited item is subject to confiscation. Requests to use residence halls for art installations or projects, especially those that involve electricity or use of common space cannot be granted due to fire-code regulations.

Candles & Incense

Candles and incense are prohibited on campus unless approved by the Site Manager for special, supervised occasions or events. Anyone found having a candle(s) or incense will incur at minimum a 50 EUR fine to a maximum fine of 300 EUR per candle or incense stick, and the items will be confiscated. Any participant responsible for a fire started by a burning candle or incense will be financially responsible for all associated damages and may face additional disciplinary action. Participants seeking permission to use candles or incense for religious observances are encouraged to contact the office of Residential Life to seek alternate locations on campus.

Ceiling Coverings

Ceiling coverings are expressly prohibited as they pose an additional fire hazard. BCB reserves the right to confiscate any item affixed to the ceiling of a room.

Storage

There is no on-campus storage at BCB. Storing items (inclusive of shoes and bicycles) in hallways, stairwells or heating rooms constitutes a fire hazard and will result in a fine.

Garbage Disposal

Recycling containers are color coded and centrally located in the dorm kitchens and gardens. Participants are responsible for collecting, separating, and placing their own recyclable, reusable materials and waste in the proper containers. If rooms and apartment common spaces are not free of garbage upon the program participants' departure, the

program reserves the right to retain all or part of the residents' security deposit to cover cleanup expenses.

Other General Housing Policies

Guests

Visitors and overnight guests are welcome on campus, but the latter must be registered with the Residential Life Coordinator. The Overnight Guest Stay Request form must be submitted to the Residential Life Coordinator three days in advance of the guest's arrival. An overnight guest is defined as a non-resident in your room who will be staying between the hours of midnight and 7 am. An overnight guest form will not be approved until the host's roommate has also signed the form. No guest stay at Bard College Berlin can be longer than seven days and only one guest is allowed per night in a room.

Guests should not remain in the building without their resident host. Guests are subject to all community policies and student hosts are responsible for their guests' behavior while on-campus. Hosts should inform their guests of the policies and expectations of the Bard College Berlin community. Guests' access may be revoked at any point if deemed appropriate by the Office of Residential Life. Guests may eat in the Cafeteria but they must purchase dining vouchers in advance from the Office of Residential Life. Visitors cannot not extend their stay beyond the seven-day limit.

All guests must be over 18 years of age and parents or visitors of an older generation are not generally permitted to stay in the dormitories, as students may feel restricted in their dorm lives and habits by the presence of an older guest.

Quiet Hours

Quiet hours are required in all dormitories. Campus residents and visitors must keep in mind that German law prohibits loud noise in public spaces between 10 p.m. and 6 a.m. During completion week, all dorms observe 24-hour quiet hours. During quiet hours no resident or guest should knowingly create any noise that will carry beyond the resident's room. Requests for a reduction in the volume of noise should be politely heeded at any time. Any participant causing excessive or repeated noise disturbances may lose his or her privilege to live on campus.

Events and Parties

Program participants are encouraged to sponsor on-campus social activities. Special rules obtain for the hosting of events or parties in campus dormitories or other campus buildings. After 22:00 such events are only allowed in the Party Room in Kuckhoffstr. 24. For each event, there must be one student Event Host. Event Hosts must meet with the Residential Life Coordinator and submit an Event Registration Form (available on the website) three days prior to the event. Event Hosts are responsible for the set-up, cleanup and the general oversight of the event, including having responsibility for contacting a member of the Residential Life staff in cases of emergency.

Use and Maintenance of Common Spaces

Common resources (such as telephones, garden furniture, computers, laundry facilities) should never be monopolized, but kept available for the use of all. Property in common spaces should not be removed to individual rooms. Common spaces must be kept clean and

tidy. Each person is responsible for tidying up kitchen and common spaces following use, and must cooperate with rosters for kitchen cleaning organized by the Resident Assistants. No one—whether guest, resident, or off-campus student—is permitted to sleep in the common areas of the dormitories.

Students are prohibited from using window sills, ledges and roofs for any purpose.

Pets

The keeping of pets in the dormitories is strictly forbidden, unless the pet is a service or support animal that is an approved accommodation for a program participant with a registered disability.”

Smoking

Smoking is not allowed indoors. To “smoke” and “smoking” means creating smoke by lighting a cigarette, cigar, pipe, or other smoking product; it also means puffing on, carrying, or holding a lighted cigarette, cigar, pipe, or other smoking product.

a. Smoking is prohibited in all indoor spaces, including common areas and individual student rooms.

b. Smoking is permitted only outside the college buildings. Smoking on balconies or out of windows is not allowed.

The success of this policy requires the thoughtfulness, consideration, and cooperation of smokers and non-smokers alike. It is the responsibility of each member of the campus community to adhere to this policy. Those violating the policy will be fined a minimum of 50 EUR to a maximum of 300 EUR. Any participant responsible for a fire started from smoking, or improper disposal of smoking materials will be financially responsible for all associated damages and may face disciplinary action, including but not limited to probation, suspension, and expulsion from the program.

Theft

Most thefts on campuses are crimes of opportunity. Therefore, students are encouraged to keep doors and windows locked, not to prop exterior doors and not to leave belongings unattended.

Theft or destruction of BCB or personal property constitutes a violation of BCB regulations and potentially a criminal offense. BCB may report theft or destruction of property to appropriate law enforcement authorities. Theft from the Library is a serious infraction and may lead to fines, restitution, and disciplinary proceedings inclusive of criminal charges. Program participants permitted use of instructional and other BCB equipment are expected to return it on time and to maintain and care for it. Failure to comply with these regulations may lead to disciplinary proceedings inclusive of criminal charges. Food theft as well as the removal of dishes, utensils, and other wares from any of BCB dining facilities will result in a 30 EUR fine. Second offenders will be subject to a 50 EUR fine. Disposition of BCB property to another under the pretense that it is one’s own is not permitted and may result in a 30 EUR fine and disciplinary proceedings.

Students are encouraged to protect their personal belongings by engraving the objects and retaining the serial numbers, make and model in a safe location, perhaps at home. Students

are encouraged to file a formal police report for thefts exceeding 100 EUR in value. The program accepts no responsibility for lost or stolen items.

Vandalism

Vandalism, malicious destruction, unintended damage as the result of pranks, actions requiring extraordinary cleaning, damage and theft that occurs as a result of intoxication and or drug use, or receiving and possessing the property of BCB or others are serious violations that warrant serious sanctions. Those committing such actions will be subject to the full range of sanctions available, including but not limited to a vandalism fine of 100 EUR, probation, suspension, and expulsion from the program. If an individual voluntarily admits responsibility to the Program Director, the Office of Residential Life, or to the Dean and makes appropriate restitution, the sanction may be lessened.

Damage and Expenses

The program participant is responsible for any loss or damage to his or her assigned room and its contents and for any damages caused by any of his or her guests. The program does not accept responsibility for any thefts or losses from students' rooms or anywhere else on campus at any time, either during semesters or breaks. This further applies to any damage from water, steam, soot, smoke, fire, or other destruction. Students are expressly prohibited from painting their rooms, removing or exchanging BCB furniture. Before their departure program participants should make sure that the original position of the furniture in their rooms is restored. Program participants will be charged for replacement costs of any missing furniture.

Additionally, participants shall reimburse BCB on demand for all damages or expenses BCB incurs for repair or excessive cleaning of any residential facilities and for repair or replacement of BCB furniture (including fire safety equipment), caused by the misconduct or negligence of the participant or his or her guests. Any damages or expenses incurred in a dorm room or facility will be charged equally to all residents of that room or to users of that facility unless the responsible person or persons assumes specific liability. These charges are applied to program participants' accounts as per the determination of program staff. Bard College will not allow students to register for courses for the following semester and will not issue transcripts or diplomas until these charges are paid.

Destruction or removal of BCB property is not tolerated. Furniture in social rooms and public spaces is for use in those areas; if it is moved to a student's room, it will be regarded as stolen. Individuals involved in acts of theft, vandalism, misappropriation or destruction of property, including damage to the gardens and landscape, will be fined 50 EUR plus the cost of replacement or repair and will be assigned restitution to the community.

Offenses and Fines

Below is a list of some offenses and their corresponding fines. Please note that this is not an exhaustive list.

Offense	Fine
Fire Code Violations, inclusive of: Causing fire in a dorm; Setting off a false fire alarm; Tampering with fire control doors, Tampering with fire extinguishers or alarms; Tampering with other fire safety systems and equipment; Failing to exit building during fire alarm	maximum fine of 300 EUR + cost of repairs, minimum of 100 EUR fine
Possession of Candles/Incense	maximum fine of 300 EUR minimum of 50 EUR fine per candle/stick of incense
Being on a roof or fire escape or scaling/rappelling down campus walls	50 EUR
Vandalism	100 EUR + cost of repair
Forcing doors open	50 EUR + cost of repair
Unauthorized room change/swap	50 EUR
Unapproved stay on campus (inclusive of early arrivals at opening and late departures at closing)	100 EUR /day or any part of a day
Propping doors	50 EUR
Unreturned/Lost room/entrance keys	30 EUR per chip and 20 EUR per key
Leaving the room in such a poor condition that it requires excessive cleaning	30 EUR per bag of trash or item
Furniture not returned to original locations	30 EUR per item plus cost of replacement
Removing cutlery or crockery from the Cafeteria or from the dorm kitchens	30 EUR per item
Common room furniture found in room	30 EUR per item
Large items left in room (i.e. sofas, etc.)	Minimum of 50 EUR per item, maximum of 100 EUR per item

Fines can be imposed by the Program Manager, a Residential Assistant, the Residential Life Director, the Head of Student Life, the Assistant for Student Affairs, the Site Manager, or the Kitchen Chef. The levying of a fine or the issuing of a warning to a student must be reported to the mailing list fines@berlin.bard.edu. Fines must be paid to the Residential Life Coordinator within four working days. The student in question may also be called to a meeting with Residence Life staff concerning the maintenance of community life and Bard College Berlin property. Where a fine is not paid, and as with damages listed above, the College will not allow students to register for courses for the following semester and will not issue transcripts or diplomas.

Students wishing to appeal any fines assessed by the College should submit a written letter of appeal to the Associate Dean within two business days of the issuance of the fine. The appeal should outline the specific reasons for appeal.

APPENDIX V. PROOF OF HEALTH INSURANCE

Antrag auf Befreiung von der Krankenversicherungspflicht als Student

*** TO BE COMPLETED ONSITE WITH ASSISTANCE OF BARD COLLEGE BERLIN STAFF**

Antrag auf Befreiung von der Krankenversicherungspflicht als Student (nach § 5 Abs. 1 Nr. 9 SGB V)		
<u>Last name, First name</u>	<u>D.O.B DD/MM/YYYY</u>	
Name, Vorname	Geburtsdatum	
<u>Your Berlin address</u>	<u>zip code, Berlin</u>	<u>email</u>
Straße, Hausnummer	PLZ, Ort	email
Einschreibedatum: <u>(date of enrollment)</u>		
Uni/Fachhochschule		
Angaben zu meiner Versicherung:		
Name der privaten Krankenversicherung: <u>(name of private insurance)</u>		
Ich bin als Student versichert ja <u>X</u>		
Hiermit beantrage ich die Befreiung von der Krankenversicherungspflicht als Student.		
Die Befreiung gilt für die gesamte Dauer des Studiums. Bei Aufnahme eines späteren Zweit- oder Aufbaustudiums ist diese Befreiung weiterhin gültig.		
Mir ist bekannt, daß ich für die gesamte Dauer des Studiums nicht in der gesetzlichen Krankenversicherung versichert werden kann. Mir ist zudem bekannt, daß der Widerruf dieser Befreiung ausgeschlossen ist.		
<u>(location, Date DD/MM/YYYY)</u>		
Ort, Datum		
<u>Your Signature</u>		
Unterschrift		

APPENDIX VI: TITLE IX INFORMATION & RESOURCES

FILING A REPORT

Title IX, a federal law that prohibits discrimination in education on the basis of sex, ensures you have the right and can expect to have incidents of gender-based misconduct to be taken seriously. When formally reported, incidents will be investigated and properly resolved through administrative procedures. Formal reporting means that only people who need to know will be told and information will be shared only as necessary with investigators, witnesses, and the accused individual. Notice of gender-based misconduct to the offices listed below is considered official notice to the Institution.

Title IX Office: 845-758-7542
DOSA: 845-758-7454
Human Resources: 845-758-7245

GRIEVANCE PROCEDURE:

Please visit, <http://www.bard.edu/titleix/reporting/grievance/>, for detailed information on Bard College's process when investigating and resolving institutional complaints of gender-based misconduct.

CRIMINAL REPORTING:

You have the right to begin a criminal investigation. In the incident of sexual assault, it is important you seek medical care through a SAFE (Sexual Assault Forensic Examination) Nurse, **845-452-7272**, in order to preserve as much evidence as possible. Preserving evidence of the assault through a SAFE examination is critical to supporting a criminal prosecution. You will also want to contact the NY State Police Department, **845-876-4194**.

CONFIDENTIAL RESOURCES:

Individuals can seek support from certain resources who are not required to tell anyone else private, personally identifiable information unless there is cause for fear of victim safety, or the safety of others. There are individuals who the college has not specifically designated as "responsible employees" for purposes of putting the institution on notice and for who mandatory reporting is not required, other than in the above stated limited circumstances. These resources include those without supervisory responsibility or remedial authority to address gender-based misconduct (i.e. BRAVE Counselors, Counseling or Health Services).

If you are unsure of someone's duties and ability to maintain your privacy, ask them before you talk to them.

NCHERM

CONFIDENTIAL HOTLINE RESOURCES:

BARD CAMPUS:

BRAVE (Ask for BRAVE): 845-758-7777
Counseling Services: 845-758-7433
Health Services: 845-758-7433
EAP: 800-272-7255
(Employee Assistance Program)

OFF CAMPUS:

Rape Crisis Center: 845-452-7272
Grace Smith House: 845-471-3033
LGBTQ Anti-Violence: 212-714-1141
RAINN: 800-656-4673
(Rape, Abuse, and Incest Nat'l Network)
Nat'l Domestic Violence: 800-799-7233



Title IX & Gender-Based Misconduct

For additional information pertaining to Title IX policies, procedures, individual rights and support resources visit: www.bard.edu/titleix

BARD COLLEGE
30 Campus Rd.
Cahagen House
Annandale on Hudson, NY
12504 Phone: 845-758-7542
E-mail: titleix@bard.edu
www.bard.edu/titleix

Gender-Based Misconduct includes:

Sexual Harassment:

Sexual harassment is defined as unwelcome, sexually based, verbal, written, or physical conduct.

Sexual harassment creates a hostile environment, and may be disciplined when it is:

- sufficiently severe, persistent or pervasive that it,
- has the effect of unreasonably interfering with, denying or limiting employment opportunities or the ability to participate in or benefit from the College's educational, social and/or residential program, and is
- based on power differentials (*quid pro quo*), the creation of a hostile environment or retaliation.

Gender-Based Harassment:

Acts of verbal, non-verbal, physical aggression, intimidation, stalking, or hostility based on gender or gender-stereotyping constitute gender-based harassment. Gender-based harassment can occur if students or employees are harassed either for exhibiting what is perceived as a stereotypical characteristic for their sex, or for failing to conform to stereo-typical notions of masculinity or femininity. In order to constitute harassment, the conduct must be such that it has the effect of unreasonably interfering with an individual's academic or employment performance or creating an intimidating, hostile, or offensive academic or living environment.

Non-Consensual Sexual Contact:

Any sexual touching, however slight, with any object that is by force and/or without a person's consent. Intentional sexual contact includes contact with the breasts, buttocks, groin, or touching another with any of these body parts, or making another person touch any of these body parts; any intentional bodily contact in a sexual manner.

Non-Consensual Sexual Intercourse:

Any form of sexual intercourse (anal, oral, or vaginal), however slight, with any object that is by force and/or without consent. Intercourse is defined as vaginal penetration, however slight, by a penis, object, tongue, or finger; anal penetration by a penis, object, tongue, or finger; oral copulation, meaning mouth to genital contact or genital to mouth contact.

Intimate Partner Violence (inclusive of Domestic Violence and Dating Violence):

Violence between those in an intimate relationship with each other. This includes any behaviors that intimidate, economically control, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, or injure someone. Intimate partner violence can be a single act or a pattern of behavior in relationships. Intimate partner relationships are defined as short or long-term relationships (current or former) between persons intended to provide some emotional/romantic/ and or physical intimacy.

Stalking:

A course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking involves continual harassment made against the expressed wishes of another individual, which causes the targeted individual to feel emotional distress, including fear and apprehension. Stalking behaviors may include, pursuing or following, non-consensual communication or contact-including in-person, telephone, voice messages, electronic messages, text messages, unwanted gifts, trespassing, and surveillance or other types of observation.

Sexual Exploitation:

Sexual Exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to the benefit or advantage of anyone other than the one being exploited, and that the behavior does not otherwise constitute one of the other sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy
- Prostituting another student
- Non-consensual video or audio taping of sexual activity
- Going beyond the boundaries of consent (Such as letting a friend/friends hide in the closet to watch consensual sexual activity)
- Voyeurism
- Knowingly transmitting STI or HIV to another
- Exposing one's genitals or inducing another to expose their genitals in non-consensual circumstances
- Sexual based hazing and/or bullying

APPENDIX VII: Forms for Residence Permit Application

*TO BE COMPLETED DURING ORIENTATION WITH ASSISTANCE OF BARD COLLEGE BERLIN STAFF

Berlin City Registration

Bitte Ausfüllanleitung beachten! Bei mehr als 4 anzumeldenden Personen bitte weiteren Meldeschein verwenden!		Die nachstehenden Daten werden aufgrund von § 12 i.V. m. § 15 des Berliner Meldegesetzes vom 26.2.1985 - GVBl. S. 507, zuletzt geändert durch Artikel V des Gesetzes vom 25.01.2010 (GVBl. S. 22, 23) erhoben		Tagesstempel der Meldebehörde	
ANMELDUNG bei der Meldebehörde					
Dienststelle		Einzugsdatum <i>Date of Moving in</i>		Gemeindeschlüssel	
Neue Wohnung (Straße / Platz, Hausnummer, Stockwerk) (1) <i>Campus Address</i>			Bisherige Wohnung (Straße / Platz, Hausnummer, Stockwerk) (2) <i>PREVIOUS ADDRESS - STREET</i>		
Zustellpostamt 13156 Berlin			(PLZ, Ort, Gemeinde, ggf. Zustellpostamt, Lkr; falls Ausland: auch Staat angeben) <i>PREVIOUS CITY / COUNTRY</i>		
Bei <i>Bard College Berlin</i>			Hinweis auf Zustimmung- und Widerspruchsrecht zur Datenübermittlung gem. §§ 27 – 29 MeldeG (siehe allg. Hinweise B.) <input type="checkbox"/> erfolgt		Bearbeitervermerke
(die Namensangabe des Wohnungsgebers ist freiwillig; sie wird empfohlen, wenn der Einwohner nicht durch eigenes Namensschild an Haus- und Wohnungstür erkennbar ist.)					
Wird die bisherige Wohnung beibehalten? (3)			<input checked="" type="checkbox"/> Nein <input type="checkbox"/> Ja		
Hat eine der zur Anmeldung kommenden Personen eine weitere Wohnung? (4) Wird die bisherige Wohnung nicht aufgegeben oder bestehen weitere Wohnungen, füllen Sie bitte das "Beiblatt zur Anmeldung bei mehreren Wohnungen" aus.			<input checked="" type="checkbox"/> Nein <input type="checkbox"/> Ja		
Bei Zuzug nach Berlin aus dem Ausland bitte hier gemäß Erläuterungen (5) gegebenenfalls die Anschrift eintragen:					

Lfd. Nr.	Geburtsdatum <i>Date of Birth</i>	Geschlecht (m, w) <i>Gender</i>	Familienname, Doktorgrad <i>Last Name</i>	frühere Namen (z.B. Geburtsname), ggf. Ordens- oder Künstlernamen	Vorname(n) (Unterstreichungen eines Rufnamens erfolgt freiwillig) <i>First Name</i>
1					
2					
3					
4					

Lfd. Nr.	Geburtsort (Gde., Lkr., falls Ausland: auch Staat angeben) <i>Place of Birth State+Country</i>	Staatsangehörigkeit(en) <i>Citizenship</i>	Religion (nur ev., rk. oder ak.)	Familienstand <i>Marital Status</i>	Datum und Ort der Eheschließung/ Begründung der Lebenspartnerschaft
1					
2					
3					
4					

Lfd. Nr.	Personalausweis				Reisepass / Kinderreisepass			
	Seriennummer	Ausstellungsbehörde	Ausstellungsdatum	Gültig bis	Seriennummer	Ausstellungsbehörde	Ausstellungsdatum	Gültig bis
1					<i>Passport No.</i>	<i>Place of Issue</i>	<i>Date of Issue</i>	<i>Expiration Date</i>
2								
3								
4								

Gesetzlicher Vertreter (Vor- und Familiennamen, Doktorgrade, Geburtsdatum, Anschrift) (21)

UNDER 18: Parents info: First & last name, date of birth, current address

Datum, Unterschrift eines Meldepflichtigen

Date & Signature

Residence Permit Application

Deutsch - English - Français - Italiano

Antrag auf Erteilung eines Aufenthaltstitels

Application for a Visa or Residence Permit – Demande d'attribution d'un titre de séjour
Domanda per il conferimento di un titolo di soggiorno

Familienname
Family name / Nom de famille / Cognome _____

Geburtsname
Name at birth / Nom de naissance / Cognome di nascita _____

Vornamen
First names / Prénoms / Nomi _____

Geburtsstag
Date of birth / Date de naissance / Data di nascita _____

Geburtsort
Place of birth / Lieu de naissance / Luogo di nascita _____

Geburtsland
Country of birth / Pays de naissance / Paese di nascita _____

Geschlecht
Sex / Genre / Sesso

männlich Male / Homme / Maschio	weiblich Female / Femme / Femmina	unbekannt Unknown / Inconnu / Sconosciuto
------------------------------------	--------------------------------------	--

Staatsangehörigkeit(en)
Nationality / Nationalité(s) / Cittadinanza(e)
bei mehreren Staatsangehörigkeiten sind alle anzugeben.
(If more than one, each should be stated) / (Indiquer toutes les nationalités s'il y en a plusieurs) / (In caso di più cittadinanze indicarle tutte)

a) **jetzige**
current / actuelle / attuale _____

b) **frühere**
former / précédente / precedente _____

LICHTBILD
des Antragstellers

Photograph
of applicant
Photographie
du requérant
Fotografia
del richiedente

Pass oder sonstiges Personaldokument
– Genaue Bezeichnung –
Passport or other identification papers / Passeport ou autre
pièce d'identité / Passaporto o altro documento d'identità

Nr.
No. / N° / N° _____

ausgestellt am
Issued on / établi le / rilasciato il _____

ausgestellt von
Issued by / délivré par / emesso da _____

gültig bis
valid until / valable jusqu'au / valido fino al _____

Rückkehrberechtigung
(falls im Pass vermerkt) **nach**
Authorization to return to (if entered in passport) /
Autorisation de retour en (s'il en est fait mention dans
le passeport) / Autorizzazione di ritorno a (se registrato
sul passaporto) _____

bis zum
valid until / valable jusqu'au / fino al _____

**Wird ständiger Wohnort außerhalb der
Bundesrepublik Deutschland beibehalten
und ggf. wo ?**
Do you intend to maintain your permanent residence outside the Federal
Republic of Germany? If so, where? /
Conservez-vous un domicile permanent en dehors de la République fédé-
rale d'Allemagne et, le cas échéant, où? /
Conserva la residenza permanente al di fuori della Repubblica Federale di
Germania, in caso affermativo, dove?

ja - nein / yes - no / oui - non / sì - no

Familienstand
Marital status / Situation de famille / Stato civile

ledig / verheiratet seit _____ / geschieden / verwitwet
single / married since _____ / divorced / widowed
célibataire / marié(e) depuis _____ / divorcé(e) / veuf (veuve)

LABO AGen 1 (09-2012)

1 / 4

*) Freiwillige Angaben *) Voluntary statement *) Déclaration facultative *) Indicazioni volontarie

Ehegatte**)-Name Spouse**) – Family name Epoux(se)**) – Nom Coniugue**) – Cognome	Vornamen First names Prénoms Nomi	M male masculin maschie	W female féminin feminile	Geburtstag und -ort Date / Place of birth Date / Lieu de naissance Data / Data di nascita	Staats- angehörigkeit Nationality Nationalité Cittadinanza	Wohnort Residence Domicile Abitazione

Kinder**)- Name Children **) – Family name Enfants **) – Nom Figli **) – Cognome	Vornamen First names Prénoms Nomi	M male masculin maschie	W female féminin feminile	Geburtstag und -ort Date / Place of birth Date / Lieu de naissance Data / Data di nascita	Staats- angehörigkeit Nationality Nationalité Cittadinanza	Wohnort Residence Domicile Abitazione

Vater des Antragstellers**)-Name Father**) (of the applicant) - Family name Père**) (du requérant) - Nom Padre**) (del richiedente) – Cognome	Vornamen First names Prénoms Nomi	Geburtstag und -ort Date / Place of birth Date / Lieu de naissance Data / Data di nascita	Staats- angehörigkeit Nationality Nationalité Cittadinanza	Wohnort Residence Domicile Abitazione

Mutter des Antragstellers**)-Name Mother**) (of the applicant) - Family name Mère**) (du requérant) - Nom Madre**) (del richiedente) – Cognome	Vornamen First names Prénoms Nomi	Geburtstag und -ort Date / Place of birth Date / Lieu de naissance Data / Data di nascita	Staats- angehörigkeit Nationality Nationalité Cittadinanza	Wohnort Residence Domicile Abitazione

**Haben Sie sich bereits früher in
Deutschland aufgehalten?**

ja - nein / yes - no / oui - non / sì - no

Have you ever been in Germany before?

Avez-vous déjà séjourné précédemment en Allemagne?
Ha già soggiornato precedentemente in Germania?

Wenn ja, Angabe der Zeiten und Wohnorte
If so, enter dates and places

Si oui, indiquez les dates et les domiciles
In caso affermativo, indicare i periodi e i luoghi

Eingereist am *)

Date of entry *) / Date d'entrée *)
Data di Entrata *)

aus

from / venant de / da

Angemeldet *) - am

Registered *) - on / Enregistré *) - le
Registrato *) - il

Jetzige Anschrift:

Current address
Adresse actuelle
Indirizzo attuale

Ort (Place / Localité / Luogo)

Straße, Hausnummer (Street, Number / Rue, numéro / Via, numero)

Kontakt

(E-Mail / Fax / Mobiltelefon

Contact / Contact / Contatto

(E-mail / Fax / Phone / téléphone / telefono)

*) **Ausfüllung entfällt im Ausland.** *) Not to be completed if the application is made outside the Fed. Rep. of Germany.

*) Ne pas répondre à l'étranger. *) All'estero non deve essere compilato.

) **Angaben sind auch erforderlich, wenn diese Personen im Ausland verbleiben **) This information is required even if the person concerned remains abroad.

**) Renseignements indispensables, même si ces personnes demeurent à l'étranger. **) Indicazioni occorrenti anche se queste persone rimangono all'estero.

Zweck des Aufenthalts in der Bundesrepublik Deutschland

Purpose of stay in the Federal Republic of Germany /
Objet du séjour en République fédérale d'Allemagne /
Scopo del soggiorno nella Repubblica Federale di Germania

(z.B. Besuch, Touristenreise, Studium, Arbeitsaufnahme usw.)

(e. g., visit, holiday, study, employment, etc.) /
(p. ex. visite, voyage de tourisme, études, travail, etc.) /
(ad es. visita, viaggio turistico, studio, lavoro ecc.)

Arbeitgeber

Employer / employeur / datore di lavoro

Name der Verwandten, der Studienanstalt, Referenzen usw.

Names of relatives, educational establishment, references, etc.
Nom des parents, de l'établissement d'enseignement, références, etc.
Nome dei parenti, dell'istituto scolastico, referenze ecc.

Deren Anschrift

Their addresses / leur adresse / indirizzo relativo

Beabsichtigte Erwerbstätigkeit

(Angabe des auszubehenden Berufs)

Intended employment (occupation to be exercised)
Activité envisagée (Designation de la profession exercée)
Impiego previsto (Indicare il mestiere da svolgere)

Erlerner Beruf

Trade or profession for which trained / Profession apprise /
Mestiere imparato

Aus welchen Mitteln

wird der Lebensunterhalt bestritten?

What are your means of subsistence?
Quels sont vos moyens de subsistance?
Con quali mezzi fa fronte al sostentamento?

Besteht Krankenversicherungsschutz für die Bundesrepublik Deutschland?

Do you have health insurance that covers the Federal Republic of Germany?
Avez-vous une assurance maladie en République Fédérale d'Allemagne?
Vi è tutela assicurativa contro malattie nella Repubblica Federale Tedesca?

ja - nein / yes - no / oui - non / sì - no

Sind Sie vorbestraft?

Have you ever been convicted of a criminal offence? /
Avez-vous des antécédents judiciaires? / Ha già subito condanne?

ja - nein / yes - no / oui - non / sì - no

a) in Deutschland

In Germany / en Allemagne / In Germania

wann und wo?

When and where? / Quand et où? / Quando e dove?

Grund der Strafe

For what reason? / Motif de la peine encourue / Motivo della condanna

Art und Höhe der Strafe

Nature and extent of the penalty / Nature et importance de la peine /
Tipo ed entità della condanna

b) im Ausland

In other countries / à l'étranger / all'estero

wann und wo?

When and where? / Quand et où? / Quando e dove?

Grund der Strafe

For what reason? / Motif de la peine encourue / Motivo della condanna

Art und Höhe der Strafe

Nature and extent of the penalty / Nature et importance de la peine /
Tipo ed entità della condanna

Sind Sie aus einem anderen Schengenstaat*) ausgewiesen oder abgeschoben oder ist ein Antrag auf Erteilung eines Aufenthaltstitels abgelehnt oder eine Einreise in das Schengengebiet verweigert worden?

Have you been expelled or deported from another Schengen state, had an application for a visa or residence permit rejected, or been refused entry into the Schengen area? / Avez-vous été expulsé d'un autre pays Schengen ou refoulé ou une demande d'attribution d'un titre de séjour vous a-t-elle été refusée ou un voyage en dans l'espace Schengen interdit? / Lei è stato espulso oppure rimpatriato dalla da un altro paese Schengen o è stata rifiutata la sua domanda di un titolo di soggiorno o è stata negata l'entrata nello spazio Schengen?

ja - nein / yes - no / oui - non / sì - no

*) Belgien, Frankreich, Griechenland, Italien, Luxemburg, Niederlande, Portugal, Spanien, Österreich, Dänemark, Finnland, Island, Norwegen, Schweden, Estland, Lettland, Litauen, Malta, Polen, Slowakei, Slowenien, Tschechien, Ungarn, Schweiz, Liechtenstein

Sind Sie aus der Bundesrepublik Deutschland ausgewiesen oder abgeschoben oder ist ein Antrag auf Erteilung eines Aufenthaltstitels abgelehnt oder eine Einreise in die Bundesrepublik Deutschland verweigert worden?

ja - nein / yes - no / oui - non / si - no

Have you been expelled or deported from the Federal Rep. of Germany, had an application for a visa or residence permit rejected, or been refused entry into the Federal Republic of Germany? /

Avez-vous été expulsé de la République fédérale d'Allemagne ou refoulé ou une demande d'attribution d'un titre de séjour vous a-t-elle été refusée ou un voyage en République fédérale d'Allemagne interdit? /

Lei è stato espulso oppure rimpatriato dalla Repubblica Federale di Germania o è stata rifiutata la sua domanda di un titolo di soggiorno o è stata negata l'entrata nella Repubblica Federale di Germania?

Ich beantrage den Aufenthaltstitel für _____ Tage / Monat(e) / Jahr(e) .

I hereby apply for a visa or residence permit for _____ days / month(s) / year(s).

Je sollicite un titre de séjour pour _____ jours / mois / an(s).

Richiedo il titolo di soggiorno per _____ giorni / mese(i) / anno(i) .

Ich versichere, vorstehende Angaben nach bestem Wissen und Gewissen richtig und vollständig gemacht zu haben. Falsche oder unzutreffende Angaben im Antrag oder im weiteren Verfahren können meine Ausweisung aus der Bundesrepublik Deutschland zur Folge haben (§ 55 Abs. 2 Nr. 1 Aufenthaltsgesetz).

I declare that to the best of my knowledge the above particulars are correct and complete. Incorrect or inappropriate information given in the application or in further procedure could result in my being expelled from the Federal Republic of Germany (§ 55 Abs. 2 Nr. 1 Aufenthaltsgesetz). /

Je certifie que les déclarations ci-dessus ont été faites en toute conscience et qu'elles sont exactes et intégrales. Toute déclaration fautive ou inexacte dans la présente demande ou dans la procédure ultérieure pourrait entraîner mon expulsion de la République fédérale d'Allemagne (§ 55 Abs. 2 Nr. 1 Aufenthaltsgesetz). /

Dichiaro di aver fornito le precedenti indicazioni in modo esatto e completo secondo mia miglior conoscenza e coscienza. Dichiarazioni false o non veritiere nella domanda o nell'ulteriore procedimento possono avere per conseguenza la mia espulsione dalla Repubblica federale di Germania (§ 55 Abs. 2 Nr. 1 Aufenthaltsgesetz).

Es wird darauf hingewiesen, dass Ihre persönlichen Daten, soweit diese zur Erfüllung gesetzlich vorgeschriebener ausländerrechtlicher Aufgaben der Ausländerbehörde erforderlich sind, gespeichert und entsprechend den rechtlichen Vorschriften automatisch verarbeitet werden.

Für diese Datei wurde eine Dateibeschreibung gemäß § 19 Abs. 2 des Berliner Datenschutzgesetzes (BlnDSG) vom 17.12.1990 (GVBl. 1991 S. 16 in der jeweils geltenden Fassung) erstellt. Diese kann beim behördlichen Datenschutzbeauftragten des Landesamtes für Bürger- und Ordnungsangelegenheiten Berlin (LABO) eingesehen werden.

Notice is hereby given that your personal data, as far as they are required to fulfil the tasks of the Foreigners' Registration Office stipulated by the law concerning foreigners, will be stored in a data file and automatically processed according to the legal regulations. A file description has been drawn up for this data file in the respectively valid version according to § 19 paragraph 2 of the Berlin Data Protection Act (BlnDSG) from 12/17/1990 (GVBl. 1991 p. 16). It can be viewed at the official Data Protection Officer of the State Office for Residents and Regulatory Affairs (LABO) /

Il est rappelé que les données sur votre identité nécessitées dans le cadre des missions légales du Service des Etrangers sont mémorisées dans un fichier et traitées mécaniquement conformément à la loi. Pour ce fichier, un descriptif des données a été créé conformément au décret d'application en vigueur de l'article 19 alinéa 2, de la Loi du Land de Berlin sur la protection des données informatiques (BlnDSG) du 17.12.1990 (Journal Officiel des Lois et Décrets du Land 1991 p. 16). Celui-ci pourra être consulté auprès du Chargé administratif de mission pour la protection des données informatiques de l'Office des citoyens et des questions d'ordre du Land de Berlin (LABO). /

Si avverte che i Vostri dati personali, per quanto necessari per l'esecuzione delle pratiche dell'ufficio stranieri previste dal diritto degli stranieri, saranno memorizzati in un file presso inoltre, elaborati automaticamente in vigore alle disposizioni di legge. Per tale file è stata promulgata una descrizione file di cui a § 19 comma 2 Berliner Datenschutzgesetz (BlnDSG) [Legge di Berlino sulla tutela della privacy] del 17.12.1990 (GVBl. 1991 pag. 16) nella relativa versione valida che può essere consultata presso l'ufficiale delegato per la tutela della privacy dell'ufficio anagrafe del Land Berlino (LABO).

Ort und Datum

Place and date

Lieu et date

Luogo e data

Eigenhändige Unterschrift (Applicant's signature / Signature autographe / Firma autografa)

Nicht vom Antragsteller auszufüllen:

BüA _____ v. _____ EZ _____

Zuzug aus

SVv. _____ GenKons/Botsch. _____

g.v. _____ i. R. e. Wv.

zw. / f. d. Dauer d. Besch. als

_____ m. Zust.

ohne Visum

geprüft: _____

Bearbeiter