



■ HAUSDORFF  
■ RESEARCH INSTITUTE  
■ FOR MATHEMATICS

# Info Booklet

## for long-term guests

**Poppelsdorfer Allee 45  
53115 Bonn  
Germany  
<http://www.him.uni-bonn.de>**

# FAQs

Our website will answer most of your questions - and more!

<http://www.hausdorff-research-institute.uni-bonn.de/faq/>

[Do I need a visa to enter Germany?](#) What should I know before travelling? I am an EU citizen. What do I need to know? [How do I get to Bonn?](#) [Where is the HIM Institute located?](#) [Where is the HIM Administration located?](#) What is the difference between HCM and HIM? [Online calender](#) [Math Faculty](#) [Where can I eat cheaply?](#) [If I need a doctor, where do I go?](#) [How do I get around in Bonn?](#) [Maps of Bonn](#) [About Bonn](#) [Public holidays in \(Bonn\) Germany](#) [German customs](#) [Links](#) [What kind of health insurance do I need?](#) [What do I do after I arrive in Bonn?](#) [I arrive late evening, on the weekend or an a bank holiday: what should I do?](#) [How do I find furnished accommodations in Bonn?](#) [If I have been offered compensation, how do I receive payment?](#) [Do I need a residence permit in Bonn?](#) [How do I extend my visa after my arrival?](#) [Will HIM provide me with a workplace/office space?](#) [Can I visit math events at the Max-Planck-Institute and Bonn University?](#) [Where are the library facilities?](#) [Can I take German lessons?](#) [What sports facilities are available?](#) [Does HIM offer child care?](#) [Cycling in and around Bonn](#) [Is there a large international community in Bonn?](#) [What is there to do on the weekends?](#) [Can I submit a preprint?](#)

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## ***We can help you make the most of your stay!***

***The Welcome Package*** is for long-term guests and contains

- (1) this Info Booklet
- (2) 3 laminated **wallet cards**. These are emergency telephone numbers, HIM Administration contact details and an HIM ID which validates your affiliation with our program at the University of Bonn. The HIM ID will come in useful when you apply for a library card (section *Libraries* page 9), or eat at the university cafeterias (see section *University Cafeterias* page 12).
- (3) city map with tourist destinations
- (4) Arithmeum brochure <http://www.arithmeum.uni-bonn.de/de/home/>

The information on the following pages is intended to provide preliminary orientation. This compilation is of a general nature and reflects questions asked by past guests.

Please contact Guest & Family Services at *any* time for assistance and information - see your wallet card or next page for contact details.

For comprehensive information about Bonn events, history, tickets, tours, maps and more, please visit the

### ***Tourist Information***

<http://www.bonn-region.de/english.html>

Windeckstraße 1 / at Münsterplatz, near MPI  
Mon-Fri 10 a.m. - 6 p.m., Sat 10 a.m. - 4 p.m.  
Sun and public holidays 10 a.m. - 2 p.m.

Another valuable resource is the

### ***“Welcome Centre”***

of the University of Bonn:

<http://www3.uni-bonn.de/institutions/welcome-centre/registration/registration>

If you register with them (online), you will automatically receive bulletins on current dates and activities, German courses and other events for international researchers – for example the Rector’s Reception. Register here:

<http://www3.uni-bonn.de/institutions/welcome-centre/registration/registration>

# The Institute

**Director of HIM**  
 Prof. Dr. Wolfgang Lück  
 ☎ 4889

[wolfgang.lueck@him.uni-bonn.de](mailto:wolfgang.lueck@him.uni-bonn.de)

**Assistant to the Director**  
 Liane Weineck-Scheuch  
 ☎ 4885

[weineck-scheuch@him.uni-bonn.de](mailto:weineck-scheuch@him.uni-bonn.de)

**Scientific Associate**  
 Dr. Christian Wegner  
 ☎ 62133, 62241

[wegner@math.uni-bonn.de](mailto:wegner@math.uni-bonn.de)

## Administration

**Visiting hours: 9 to 12 a.m. & 1 to 3 p.m. and by appointment**

<p>Laura <b>Siklossy</b>          Guest &amp; Family Services          ☎ 4831          ✉ visitors@him.uni-bonn.de</p> <p>Local orientation and assistance, Workshop organization, family services (child care, schools), contact to agencies/authorities.</p>	<p>Dagmar <b>Böttcher</b>          Facilities          ☎ 7093          ✉ facilities@him.uni-bonn.de</p> <p>Acquisition / outfitting of HIM apartments, facility upkeep, office supplies, bulk mailings, incoming/outgoing mail.</p>
<p>Luiza <b>Jakuszek</b>          Finances          ☎ 4884          ✉ finance@him.uni-bonn.de</p> <p>Payments to/from guests (compensation, travel, rent, deposits, beverages, laundry, per diem, etc.).</p>	<p>Regina <b>Jaschinski</b>          Apartments          ☎ 4830          ✉ rentals@him.uni-bonn.de</p> <p>HIM rental properties: allocation, leases, keys, cleaning, supervision, repairs, and maintenance.</p>
<p>Anke <b>Thiedemann</b>          Chief Administrator          ☎ 3411          ✉ chief-administrator@him.uni-bonn.de</p> <p>Contractual and budget issues, overall oversight of HIM operations and service.</p>	<p>Martin <b>Steitz</b>          Systems Administrator          ☎ 7094 or ☎ 62137          ✉ it-support@him.uni-bonn.de</p> <p>Institute network, on-site help desk (student support staff), HIM webmaster.</p>
<p>Brigitte <b>Dederichs</b>          Secretary          ☎ 4840          ✉ brigitte.dederichs@him.uni-bonn.de</p> <p>Workplace allocation and upkeep, door code, login password, HIM database, personnel administration.</p>	<p>Holger <b>Hammes</b>          Bicycles for HIM guests          ☎ 2302          ✉ hammes@math.uni-bonn.de</p> <p>Sale, return, repairs and maintenance of bicycles, <b>Tuesdays and Thursdays at 4 p.m.</b> in the basement Popp 45.</p>
<p><b>NN</b>          Catering, student support assignment.</p>	

## ***What you need to know – in brief***

### **HIM**

The Institute is housed in two buildings on Poppelsdorfer Allee, 53115 Bonn. The office of the Director and the lecture rooms are in the Institute proper at Poppelsdorfer Allee 45 (Popp 45).

The administrative staff is across the street at Poppelsdorfer Allee 82, 2<sup>nd</sup> floor (Popp 82).

Guests will find modern, well-equipped workplaces in both buildings.

The University of Bonn, including HIM, is a  non-smoking facility.

### **Main Entrances**

The Institute buildings are accessible to you at any time of the day or night by using the door code. After typing the code into the small door pads directly to the left of the door handles, the mechanism will „beep“ twice. Immediately turn the small knob on the door clockwise to open.

*You received the door code by email prior to your arrival in Bonn.* Please treat this code confidentially. Keep it separate from the Institute addresses to avoid misuse by unauthorized persons.



### **Telephoning**

The Institute telephones allow outgoing calls within the University system and only within the city limits.

For internal calls within the University or HIM, just dial the four or five digit extension (your own extension can be found in the second row on your phone display (5 digits: 62...)). For city calls, first dial a zero in order to get an outside line, followed by the phone number.

For other external calls, Skype has been installed on your computer. We can supply headsets upon request. We do not supply a Skype account – please open your own account.

Alternatives: a) Pre-paid cards can be bought in many grocery stores, tobacco shops, on the internet or in various providers' downtown outlets; b) The telephone in your apartment. The charges will be deducted automatically from your apartment deposit and you will receive a copy of the itemized invoice.

## **Receiving calls**

For calls from within Germany, your caller must dial: 0228 – 73xxxxx (your extension).

For calls from abroad, your caller must dial the country code for Germany +49 followed by 228 73xxxxx (your extension). In some cases, the country code +49 is preceded by a number for international calls, e.g. from U.S.A. it is necessary to first dial 011 i.e., 011 49 228 73.....

The area code for Bonn is (0)228; University numbers start with 73.....

## **Valuables**

We urge you to lock up all your valuables in the container underneath your desk, as office doors cannot be locked. The building entrance Popp 45 remains unlocked and unsupervised on weekdays from 8:30 a.m. to 6 p.m. HIM accepts no responsibility for lost or stolen property. In the event of theft, it will be necessary to file a written report with the local police.

## **Bicycles**

HIM manages a pool of bicycles exclusively for use by HIM Trimester Program guests. Please contact Holger Hammes at ext. 2302 or [hammes@math.uni-bonn.de](mailto:hammes@math.uni-bonn.de) or drop a note in his post box at the top of the basement stairs (Popp 45). On *Tuesdays and Thursdays at 4 p.m.* he is on site in the basement of the Institute.

## **Complimentary Cake**

For all long-term guests we offer complimentary tea & cake Monday-Friday at 4 p.m. in the ground floor living room at Popp 45 (exception: bank holidays).

## **Beverages**

The kitchens in both buildings are at your disposal at all times. HIM offers a variety of beverages: Cold drinks are stocked in the refrigerator in Popp 45. Please pay cash for them (put coins in the 'pirate boxes') or mark your consumption on the checklists in the kitchens. Then, to settle your bill before you leave Bonn, please visit Finance at Popp 82. Alternatively, you can choose an automatic deduction from your refundable apartment deposit. Let us know at departure.

## **Workplace**

Please note that you have no claim to a workplace beyond your approved and confirmed dates of stay, or beyond the official end of a Trimester Program.

## **Supplies**

At Registration (Popp 82) you will receive a writing pad and pen with your Welcome Package. You can buy all other items locally.

## **Photocopying, Printing, Scanning (Popp 45)**

You will find a xerox machine on the first floor. Official photocopies are free of charge, for private copies we bill you 5 cents per copy. Please enter the number of private copies on the list for later payment.

There are monochrome laser printers with duplex support on every floor.

A scanner (black/white, colour) is installed at the internet workplaces in the hall on the 2<sup>nd</sup> floor. A Canon Utility program on the PCs leads you through the procedure.

## **IT Help Desk (Popp 45)**

...is in the Institute basement (Popp 45): Tel. 62137 or 62129.

## **Wash while you work! Laundry (Popp 45)**

In the basement you will find a washing machine, tumble dryer, iron and ironing board for your use. Cost: € 1,50 per machine (including detergent). Please mark each use in the check list and settle the bill with Finance before you depart. There is no laundry facility at Popp 82.

**Photocopies, printers, scanner (Popp 82):** the photocopying and printing options are located in the kitchen. A scanner has been installed – call IT-Support at 62137 for instructions.

## **Fax**

There are 2 fax machines, one in the office of the Director's Assistant (1<sup>st</sup> floor, Popp 45) or in the administration offices (2<sup>nd</sup> floor Popp 82).

## **Mailing Address**

To receive incoming post, use the street address where your office is located, but put 'HIM' in the first line. HIM

Attn: *Your name*  
Poppelsdorfer Allee 45 or Poppelsdorfer Allee 82  
53115 Bonn  
Germany

## **Postage**

HIM does not provide postage for your outgoing mail. You will have to buy stamps at the post office downtown (Münsterplatz) or from a vending machine.

## **Absenteeism**

Generally speaking, absences contradict the explicit purpose of your invitation to HIM. Unavoidable absences must be announced in advance (email to visitors@him.uni-bonn.de with dates and purpose). Absences for scientific commitments of 1 working day/week are admissible; longer absences may result in a reduction in compensation.

## Guests

You may invite guests – your collaborators, co-authors, doctoral candidates, etc. - for short visits. However, the invitation and the terms of the visit must first be discussed with the Director of HIM, whose prior approval is requisite. Only the Director of HIM can extend a formal invitation.

## Workshops

HIM offers you the possibility to propose workshops/seminars/lecture series on themes related to the trimester program. However, the scope, terms and conditions of these activities must first be discussed with the Director of HIM, whose approval is requisite. Guest & Family Services offers organizational assistance.

## Preprints

HIM actively encourages you and your collaborators to provide preprints that have evolved during, or from, the work done during your stays at HIM. Please put your preprint on the arXiv and inform Christian Wegner (Scientific Associate to the Director, [wegner\(at\)math.uni-bonn.de](mailto:wegner(at)math.uni-bonn.de)), who will add your article to the preprint list of the relevant Trimester Program on the HIM website.

## *Your Working Space (both buildings)*

### Computer

You will find the power button on the back of the unit. The devices at Poppelsdorfer Allee 45 are fastened under your table. Directly after switching on, press the "ALT"-Key to receive a boot menu from where you can choose the operating



system. All systems are pre-installed with a basic set of software (e.g. Office and TeX). It is not necessary to switch the monitor on/off separately, it powers together with the computer. On the back of your monitor you are able to plug in a USB stick. The firewire ports are not connected.

#### MacOS-X

If you want to switch to Windows 7, go to the Apple icon in the top left corner, go to system preferences, go to Startup Disk, choose .Windows and press restart.

#### Windows

If you are in Windows and you want to switch to Mac OS, press a small white arrow in the left corner, choose the bootcamp icon and press "Restart in Mac OS X".

Any files that you save on the local disk of your computer will be deleted after your departure.

**Login** = your last name (small letters, no special characters; with common family names it may be necessary to precede by first initial of first name, i.e. **bm**ueller, **rs**mith, **a**chen)

**1<sup>st</sup> password** = was sent to you by email (for a reminder, contact Mrs Dederichs or IT-Support (call 4840, 62137, 7094, or 62129). You will be asked to change the password after the 1st login.

## WLAN

After changing the initial password you will be able to login into WLAN (WLAN Name is HIM).

## Keyboards

You have a choice between Windows or Apple keyboards – both German and English layouts. Please let IT-support (☎ 62137) know which one you would like to use.

## IT Help Desk

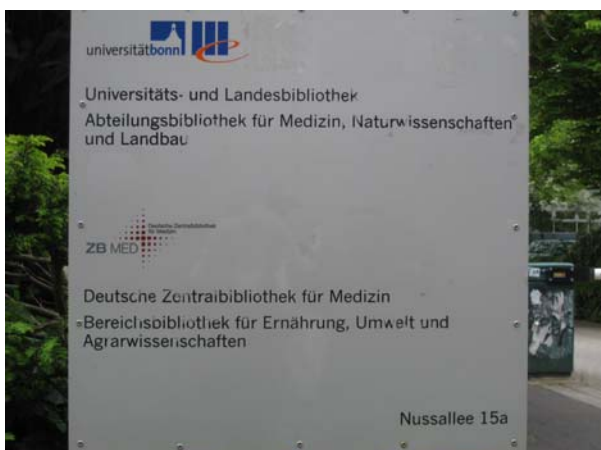
Please contact IT-Support for assistance: email: [it-support@him.uni-bonn.de](mailto:it-support@him.uni-bonn.de) or ☎ 62137, 62129.

## Math Libraries

HIM does not maintain its own library. From your computer you have free access to MathSciNet and Zentralblatt.

**HIM ID:** The HIM ID wallet card validates your affiliation with our program at the University of Bonn and should facilitate the use of the below facilities:

1. Departmental library at the Math Center (Endericher Allee 60, ground floor), (☎ 2209). <http://bib.math.uni-bonn.de> . To borrow books, you must apply for a lending card at the University branch Library (*Abteilungsbibliothek für Medizin, Naturwissenschaft und Landbau*) at Nußallee 15a, 53115 Bonn, (☎ 3405), see photos below.



Watch for this sign and turn in through the barrier





This is where you obtain the library card.

2. Reference library in the Max-Planck-Institute, Vivatsgasse 7, ☎ 402-252, Fax 402-277, email [library@mpim-bonn.mpg.de](mailto:library@mpim-bonn.mpg.de), <http://www.mpim-bonn.mpg.de/taxonomy/term/6>
3. Main University Library or *Universitäts- und Landesbibliothek* (ULB) located near the *Hofgarten* at Adenaueralle 39-41, 53113 Bonn, (☎ 7525). The Lending Services Desk is open Monday to Friday 8 a.m. – midnight. <http://www.ulb.uni-bonn.de/> <http://www.ulb.uni-bonn.de/english/english/use-service/downloads/quick-easy>

## Bureaucracy

### ***Registering at the Town Hall***

Guests who take up residence in an **apartment** with the intent to stay **2 months or more** are required by State law to register with the municipal authorities within one week of their arrivals. The same 2-month limit also applies to guests who lodge in hotels or pensions.

HIM Guest & Family Services will help you complete the Registration Form for yourself and family members. One of your party must take all passports (yours plus accompanying persons') to the Town Hall (address below). Registering is free of charge. Go to the Information counter and show your 'Anmeldung' form to obtain a service number.

Town Hall ("Stadthaus")  
Department "Bürgeramt"  
Berliner Platz 2, 53111 Bonn

Opening hours: Mon. & Thurs.: 8 a.m. to 6 p.m.;  
Tues, Wed, Fri.: 8 a.m. to 1 p.m.

The logical consequence is that you must **de-register** before you leave Bonn, but this can be done by mail (contact HIM Guest & Family Services for help).

**Note:** Registering is a prerequisite for guests who must prolong the tourist visa allowance of 90 days (see Residence Permit, below). Also: You cannot open a local bank account without proof of registration/residence.

## ***Prolonging a Short-Stay Visa***

If you stay **less than 3 months** but must prolong the short-stay visa originally issued to you by a Consulate, be sure to apply for an extension **before** the visa expires! Ask HIM Guest & Family Services to make an appointment for you.

Visa extensions are granted at the Bonn Immigration Office, where special staff speak English and cater to foreign researchers.

Ausländeramt/Immigration Office  
"Internationale Angelegenheiten"  
Oxfordstrasse 19  
53111 Bonn

Take the following documentation with you:

- Passport
- German language certification letter from HIM
- Proof of health insurance for duration of stay
- Cash to pay the fee (approx. €50)

## ***Residence Permit for stays of 3 months and longer***

Guests who stay **3 months or longer** must apply in person for a temporary residence permit at the Bonn Immigration Office. Be sure to apply well before your original visa expires, otherwise you will have "illegal" status in Germany! Follow Steps 1 and 2 below:

### ***Step 1: Register your Bonn address at the town hall***

Register your Bonn address; see *Registering* above (page 10).

### ***Step 2: Apply for a residence permit***

Ask HIM Guest & Family Services for the necessary application documents and to make an online appointment for you (and family members) at the Immigration Office / Ausländeramt (address above).

The Immigration Office requires the following documentation:

- Completed application form
- Passport(s)
- Biometric passport photo
- HIM invitation or German language certification letter from HIM specifying compensation and invitation period
- Proof of health insurance for duration of stay
- Confirmation of registration from the Bonn Town Hall (see above Step 1)
- For accompanying spouses/children: marriage license, birth certificate(s)
- Cash to pay fee (up to €60 per person).

# Living in Bonn

## ***Your HIM apartment***

A folder with general information and details of your apartment (telephone number, where are the trash bins? laundry unit? etc.) and instructions for accessing the internet can be found in your apartment. If you cannot find this information, contact Mrs Jaschinski: [rentals@him.uni-bonn.de](mailto:rentals@him.uni-bonn.de) or ☎ 4830.

Details of the fortnightly visit by our apartment inspector (see Maintenance Checklist, your lease) will be provided by Guest & Family Services (☎ 4831).

## ***Local Bank Account***

If you are not a German citizen and would like to open a checking account (*Girokonto*), the local banks will demand to see your passport and at least the Town Hall confirmation of registration or even a residence permit (see above) before they proceed.

## ***Groceries***

Right behind the Institute in Königstraße 79 is an Edeka grocery. Numerous shops, bistros, restaurants, groceries can be found in Bonner Talweg and Clemens-August-Straße.

## ***University Cafeterias***

University cafeterias are open to the public. There are 3 prices: students, employees, all others. If you follow these instructions, HIM guests pay only the employee prices:

Please go with your HIM ID to the InfoPoint in the entrance hall of the cafeteria (Mensa) located at Nassestraße. 11, where you buy a **Mensa card** for €5,10 (refundable if you return it!). First put a Euro credit on it via one of the terminals in the cafeteria entrance (for which you will also receive a 3% bonus). You pay for your meals with the card.

## ***Sports***

The University of Bonn sports department offers a huge variety of sports activities in various facilities at low cost. You will need to buy a “Semester Card”; for details visit the website for more information!

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

☎0228-734185

Email: [hochschulsport@uni-bonn.de](mailto:hochschulsport@uni-bonn.de)

Address: Hochschulsport, Römerstraße 164

Opening hours: Mon. to Fri. 9 a.m. to 1 p.m.

## ***Trash: Recycling 'made in Germany'***

Local regulations require the separation of trash into different categories/bins. Garbage collectors may refuse to empty the bins if the trash is not properly separated...! Here are some rules of thumb:

### ❖ Residual waste - grey dustbin

all non-recyclable waste: fabric remnants, soiled paper, paper tissues, cord, rubber, vacuum cleaner bags, nappies, clay or ceramics, cigarette stubs, dust, ashes, strongly soiled material, cosmetic tissue

no biodegradable waste, no electronic scrap, bulky waste, no batteries

### ❖ Recyclables – yellow dustbin

only empty beverage packaging, plastics, aluminum foil, packaging labeled with green dot, polystyrene, cans, metal screw tops, plastic wrapping

no nappies, no glass, no paper wrapping, no batteries

### ❖ Biodegradable waste – green dustbin

fruit and vegetable peels, cooked and uncooked food: Left overs, egg shells, coffee filters, flowers and pot plants, tea bags, nut shells

no plastics, no wrappings, no ashes, no batteries

### ❖ Paper – blue dustbin

newspapers, magazines, cardboard, paper wrappings, paper bags

no plastics, no food, no foil, no batteries

### ❖ Glass – public *Altglas* containers located all over the city

empty bottles and glass sorted according to color (white, green, brown)

no returnable bottles, no corks, no metal or plastic tops; *Note: in supermarkets you pay a refundable deposit on many bottled beverages, beer, milk, joghurt, etc. There is no refundable deposit on bottled wine.*

### ❖ Batteries

Dispose of used batteries in special boxes in most supermarkets.

You may not find one of the above bins outside your building, because **landlords are not required to provide the full range of dustbins** (see info in your apartment)! In that case, paper and plastics may be collected in boxes or bags resp., and biodegradable may go into the grey dustbin. When in doubt ask your neighbors and just do the best you can! Garbage collection details are in an English language brochure at

[http://www.bonn.de/umwelt\\_gesundheit\\_planen\\_bauen\\_wohnen/abfall\\_planer/index.html?lang=en](http://www.bonn.de/umwelt_gesundheit_planen_bauen_wohnen/abfall_planer/index.html?lang=en)

## ***Mold – prevent it!***

Controlling excess moisture is the key to preventing indoor mold growth. Mold spores need moisture to grow and multiply:

Common indoor moisture sources include:

- Condensation (caused by high indoor humidity e.g. heating is on)
- Inadequate venting of kitchen and bath humidity
- Clothes line drying indoors

**Prevent mold = Open windows > cross-ventilation > fresh air > at least twice daily**

Mold is a type of fungus that is present in our natural environment. Mold growth should not be tolerated. Eventually, the moisture and mold will damage what it is growing on, which may include both the building materials and personal belongings. ***Serious health concerns:*** Individuals are at risk of developing serious fungal respiratory infections.



**If you notice mold in your apartment, report it immediately to [rentals@him.uni-bonn.de](mailto:rentals@him.uni-bonn.de)**

## ***Learn German!***

The University Welcome Centre for International Researchers <http://www3.uni-bonn.de/institutions/welcome-centre> offers courses and recommendations at <http://www3.uni-bonn.de/institutions/welcome-centre/after-your-arrival/language-courses-1>

Another interesting option is to find a university student for a **tandem language exchange** – you offer the partner conversation practice in your native tongue and in exchange your tandem partner speaks German with you. View <http://www.asta-bonn.de/Sprachtandem>

## ***Helpful Hints for Bicycle Owners***

If you own an HIM bicycle, please observe:

- Do not park your bicycle on the sidewalk or on the path leading to the front door of HIM. Park it in the garage or behind the house (through the garage). The door code also opens the HIM garage.
- Lock your bicycle to an immovable object (lamp post, gate, fence) at all times; better yet, when you are not using it (at night, etc), put it in the garage, cellar, or bicycle basement at your apartment house (if available).
- During your ownership, you are responsible for the maintenance of the bicycle. Holger Hammes can repair minor things (see repair list), but major damage/replacements must be done by a commercial shop, and you must pay for it. The mailbox at the top of the cellar stairs (Popp 45) is for messages to Holger Hammes (repair requests, etc.). His hours on site: Tuesdays and Thursdays at 4 p.m.
- Please return the bicycle clean and in working condition. Damages will be repaired and fixtures replaced at your cost (e.g. deduction from apartment security deposit).
- If your bicycle is stolen, report it to us immediately. You will also have to file a theft report with the police for insurance reasons.
- You can take your bicycle on the tourist boats and on the trains at a surcharge. You can cycle one way and take a boat or train to return.
- The Rhine bicycle paths take you north to Cologne or south to Mainz. There are beer gardens on both banks. In Bonn there are 3 bridges over the Rhine, and a small ferry boat near the Kennedy Bridge that ferries pedestrians and bikers.

These are a few of the bicycle dealers in Bonn (this list is not exhaustive):

Fahrradladen in der Südstadt, Bonner Talweg 121, 53113 Bonn (10 to 7)

Velocity Stahlross, Belderberg 18, 53111 Bonn (10 to 7)

Rückenwind, Kaiserstraße 30, 53113 Bonn (10 to 7)

Klingeling, Franziskanerstr. 21 (Belderberg), 53113 Bonn

You can rent bicycles in all sizes here:

Caritas Radstation, Quantiusstr. 26, 53115 Bonn

## **Doctors & Hospitals**

Doctor's practices are frequently closed Wednesday and Friday afternoons.

### **Internal**

Dr. Bähr, Maria	Mozartstraße 47	☎0228-7667765
Dr. Isenböck, Peter;	Meckenheimer Allee 77	☎0228-633765
Dr. Kern, Stephan	Poppelsdorfer Allee 19	☎0228-223163
Lohmar, Barbara	Meckenheimer Allee 142	☎0228-636506
Dr. Naubereit, Michael	Lisztstraße 23	☎0228-634044
Dr. Schäfer-Haas, Anette	Robert-Koch-Straße 1	☎0228-5052311

### **Gynecology**

(Mrs) Dr. Harder-Faigle	Heinrich-von-Kleist Str 19	☎0228-224262
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### **ENT (Ear Nose Throat)**

Dr. Wischerath, Helmut	Baumschullallee 1	☎0228-651885
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### **Homeopathy**

Dr. Plum, Heinrich Josef	Kaiserplatz 14	☎0228-658059
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### **GP (General Practitioner)**

Kaschell, Hans-Jürgen	Baumschullallee 1	☎0228-656664
Dr. Kern, Martina	Poppelsdorfer Allee 19	☎0228-223163
Dr. Piechot, Hans	Clemens-August-Straße 6	☎0228-7668490
Dr. Roßmüller-Schmidt	Colmantstraße 29	☎0228-655800
Dr. Schützendorf, Heribert	Wallfahrtsweg 2	☎0228-229155
Dres. Krafft	Reuterstr. 115	☎0228-212646

### **Pediatrics**

Dr. Radinger, Hubert	Poppelsdorfer Allee 26	☎0228-695166
Dr. Schwalber-Schiffmann	Poppelsdorfer Allee 26	☎0228-695166

### **Dentistry**

Dr. Matthies, Karlheinz	Kaiserplatz 14	☎0228-636143
Sudlarek, Marcel	Bonner Talweg 42	☎0228-210931
Dr. Pabst, S.	Baumschullallee 1	☎0228-639030

### **Hospitals**

St Elisabeth Hospital	Königsstr 17	☎0228-5060
St Petrus Hospital	Bonner Talweg 4-6	☎0228-5080
Children's Hospital	Adenauerallee 19	☎0228-2873-200

(This list is not exhaustive).

# Departure Checklist

Please use this checklist to facilitate your departure.

- ☺ Visit HIM Finance (9-12 a.m. and 1-3 p.m. daily) to pay your rent,  
↓ laundry, beverages...
- ☺ Make sure your bank details are on file for the apartment deposit  
↓ refund, send an email to [finance@him.uni-bonn.de](mailto:finance@him.uni-bonn.de)
- ☺ If you don't know what to do with your apartment keys, ask at ☎ 4830  
↓ or [rentals@him.uni-bonn.de](mailto:rentals@him.uni-bonn.de)
- ☺ To return your 🚲, see Holger Hammes on Tuesday or Thursday at 4  
↓ p.m., or call/write ☎ 2302 / [hammes@math.uni-bonn.de](mailto:hammes@math.uni-bonn.de)
- ☺ If you registered in the Town Hall, you must de-register. Guest & Family  
↓ Services will help you complete the form and mail it in for you
- ☺ Inform your service providers (insurance, bank) to redirect 📧 your  
↓ mail. Mail sent to HIM after your departure **will not** be forwarded to you
- ☺ Clear your HIM work space **by 12 noon** the day before you depart.  
↓ Remove dirty cups, clean out drawers and toss or shred unwanted  
print-outs. Empty the container under your desk, but leave the key in  
the lock
- ☺ Leave your apartment tidy and swept, empty the fridge, dispose of  
↓ trash, bottles/glass, and leftovers
- ☺ All files saved on the HIM server will be deleted 💣 after your  
↓ departure. Remember to save your electronic data on a USB device  
and take it with you
- ☺ Most important: Complete the Trimester Program **Evaluation Form** (in  
the kitchen Popp 45) and drop it into the **Red Box**. Thank you!

We hope you enjoyed your stay at HIM!