

# NEW STAFF WELCOME PACKAGE



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## 1. Welcome to ISF and Frankfurt

We would like to welcome you to Germany, to Frankfurt and to the ISF International School Frankfurt Rhein-Main. Following are some answers to possible questions that you may have regarding your move to Frankfurt. If this information does not answer all of your questions please contact Amanda Lothian by phone, fax, email, or post and she will be pleased to assist you.

Her contacts are:

ISF International School Frankfurt Rhein-Main  
Verwaltungs GmbH  
Strasse zur Internationalen Schule 33  
65931 Frankfurt  
Germany

Telephone + 49 69 954 319723  
Fax + 49 69 954 319798  
Email [alothian@sabis.net](mailto:alothian@sabis.net)

Amanda is the contact person who will look after you prior to, during and after your move to Frankfurt.



## 2. Apartments

We have a number of apartments for teachers in various Frankfurt locations. They are rented by ISF and then sub-let to overseas teachers. All these locations have easy access to local shops and public transport in their vicinity.

Unfortunately it will not be possible just now to tell you which apartment will be yours. However, we can give you an insight into the surroundings you can expect to encounter when you arrive.

The shop opening times in Germany are between 0800hrs to 2000hrs. Shops are closed on Sundays. Don't panic, though, as there are shops open on Sundays for basic supplies at the main train station and airport.

**A sample inventory of furnishings provided as standard with a one-bedroom apartment is as follows:**

Descriptions
Sofa (2 or 3 seater)
Coffee Table
Dining Table & Chairs
Ceiling Lights
Bedside Table with Lamp
Bed with mattress
Wardrobe
Washing Machine or Washing Facilities
Ironing Board
Iron
Shower Rod and Curtain
Hoover (if required)
Comforter/Duvet (bed sizes may vary)
Pillow (80x80)
Bed Linen (duvet covers, bottom sheet and pillow case(s))
Knives, Forks, Spoons, Tea Spoons
Dinner Plates, Side Plates, Bowls,
Glasses
Mugs/Cups/Saucers
Cooking Utensils, Pots and Pans
Electric Kettle
Towels



The exact furnishing inventory depends on the size/layout of the apartment



### 3. Apartment Costs

The rental costs for an apartment are between €650 and €1450 per month depending on the square meters, number of rooms and number of occupants.

APARTMENT MONTHLY CHARGES INCLUDE COSTS FOR:

- Basic rent
- Interest on deposit
- End of tenancy redecorating and cleaning
- Legally required insurances
- Estimated payment of utilities
- Furniture
- Electricity – monthly estimate charged by Service Company with a yearly adjustment for actual usage.
- Gas – monthly estimate charged by service company with a yearly adjustment for actual usage
- 

THE CHARGES DO NOT INCLUDE:

- Telephone
- Internet
- TV/Radio License

### 4. Telephones & Internet Access in the Apartments

Telephones and internet are not part of basic apartment furnishings. Instead the type of equipment and services is up to the tenant upon arrival. The reason for this is that some people might prefer to have a cell/mobile/‘handy’ phone rather than a fixed line. Also the options on the telephone and internet lines and service providers vary. Owing to the fact that there will not be telephone and internet in the apartment on arrival, be aware that it could take up to 3-4 weeks to have a line connected. It is not a problem for you to give the school details as emergency contacts. In previous years, new staff purchase on their first morning in Frankfurt a ‘pay as you go’ chip/sim card for their mobile phone, they can work out expensive for international calls, but if it’s a smart phone then a sim card with pay as you go data will work just fine and there are plenty of places with wifi nowadays so you can be contactable straight away. Vodafone and O2 are the largest providers here in Frankfurt and there are shops in the main shopping street, Zeil, so easy to do.

## 5. Moving to Frankfurt – see also contract, point 8

### AIR TICKET

We will book your flight from your point of hire to Frankfurt and an electronic ticket will be sent to you via email. You will be required to be here for **Orientation starting Monday 13<sup>th</sup> August 2018**. We would like to arrange your **arrival in Frankfurt between 8<sup>th</sup> and 11<sup>th</sup> August 2018**.

### Arrival in Frankfurt

When you arrive in Frankfurt you will be met at the airport, unless otherwise arranged and taken first to your apartment. At this time you will be provided with a salary advance in cash to help with your settling-in costs. Over the next two weeks, before the school year starts on Monday 27<sup>th</sup> August, there will be New Teacher Orientation (in-house training and workshops) to help familiarize yourself with your new community and school. During this time we will also help you to obtain your work and residency permits.

### MOVING

You will be reimbursed in Frankfurt AGAINST ORIGINAL RECEIPTS that clearly state from your point of hire to Frankfurt for any type of shipping costs\* up to the amount assigned to the zone table below based on your point of hire.

Zone I (Germany)	= €100
Zone II (Europe)	= €300
Zone III (Rest of the World)	= €500

\*Including receipted ground shipping costs at either end.

**PLEASE BE AWARE THAT SENDING PERSONAL ITEMS/ARTICLES THROUGH THE POST CAN INCUR IMPORT TAXES, THEREFORE WE STRONGLY RECOMMEND TRAVELING LIGHT AND PERHAPS USING EXCESS LUGGAGE OR A MOVING AGENT.**

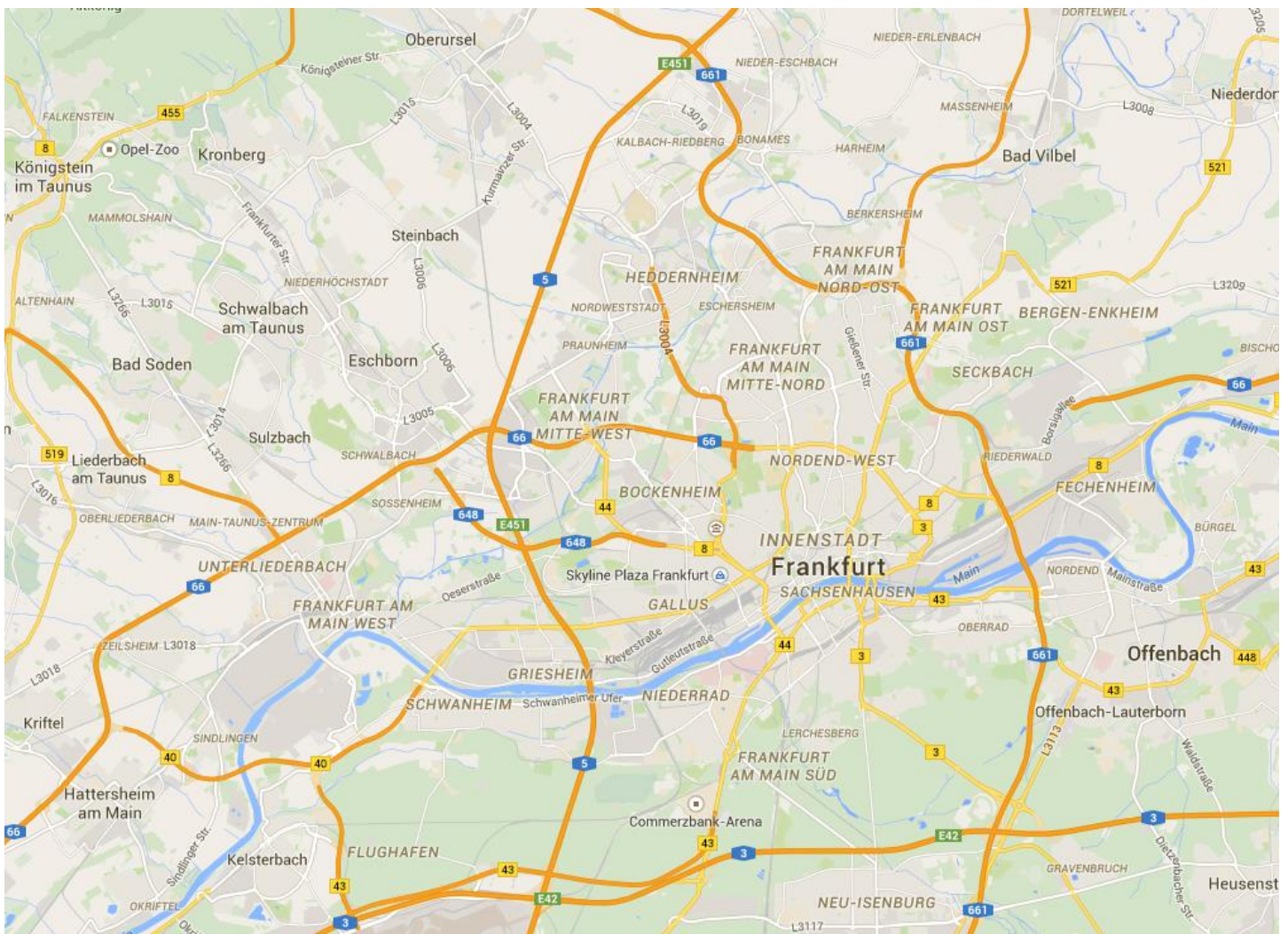
## 6. Cost of Living

The cost of living in Frankfurt is very similar to that in both the United Kingdom and the United States. A normal weekly grocery shopping for one person will be around €50-€75. Eating out in Frankfurt is quite reasonable – with a meal costing around €15 per person depending, of course, on the choice of restaurant and menu!!

## 7. Computers and other Electrical Items

Please remember that anything electrical you may wish to bring needs to be able to run on 220v electricity.

*Map of Frankfurt am Main (School is situated at the far left of the city boundaries in a town called Sindlingen)*



## 8. Driving Licenses

There is very little need to have a car in Frankfurt, as the public transport is inexpensive, frequent and safe. If you have a non-EU (European Union) license then you can only drive in Germany for 6 months before you have to have a German license – unless your driving license is issued in a USA state that has a reciprocal agreement with Germany. If you would like to know this we suggest that you contact your license bureau at home before your move. Taking a German driving test is time consuming and expensive. There are no restrictions on driving in Germany for those with a EU license.

## 10. Getting around on the Public Transport

The trains, street cars (trams) and local buses are inexpensive, safe and frequent. A monthly card that covers travel on all forms of public transport within the Frankfurt city boundaries costs approximately €87. The school is within the city boundaries, as are all school apartments. It takes approximately 20 minutes by local train to travel between the city center and the school.

## 11. Banking

To open a bank account in Germany, you must first be registered at a German address. This registration is also the first formality towards obtaining your residency and work permits. We will help you with this registration. The School banks with the Commerzbank and therefore we can arrange appointments with English speaking representatives for you. This bank also has their online banking in English and they offer the ISF staff a Visa card. Most of the staff leave their home bank accounts open as they may need to have payments made from/to them during their stay in Germany.





## 12. Documentation required

TO HELP WITH THE PROCESS, PLEASE CAN YOU SEND A COPY OF FOLLOWING UPON RECEIPT OF THIS PACKAGE:

- Certificates of professional qualifications and licenses, **these need to be translated for your residence and work permits.**
- Personal Information of Overseas Applicants – page 12 of this Welcome Pack – Completed
- Copy of your passport (only the page with the personal details and photograph is necessary)

ENSURE THAT YOU BRING WITH YOU:

- Your copy of the ISF employment contract
- Original marriage certificate (if accompanied by spouse)
- Original birth certificate (if accompanied by child/ren)

### 13. Useful Web Sites to view

For information about Frankfurt and Germany, we have found the following web sites:

GENERAL INFORMATION ON GERMANY AND FRANKFURT:

[www.howtogermaany.com](http://www.howtogermaany.com)

A popular booklet published three times a year.

[www.deutschland-tourismus.de](http://www.deutschland-tourismus.de)

General Tourist information on Germany

[www.bundesregierung.de](http://www.bundesregierung.de)

Factual information about Germany and the State of Hesse (where you will be living)

[www.bahn.de](http://www.bahn.de)

Deutsche Bahn – German Railway to explore travel!

[www.welcome-to-hessen.de](http://www.welcome-to-hessen.de)

All about Hessen and whats on offer.

[www.expatica.com/de](http://www.expatica.com/de)

German and European news/weather/information for expats in English. **The South African Embassy in Germany.**

CLUBS:

[www.british-club.de](http://www.british-club.de)

British Club of the Taunus. An expats club where you can meet people and find useful information out about what is on around Frankfurt together with a large amount of social groups that meet for brunches/lunches/dinners/drinks/fitness and loads more. They also have many links to useful websites.

[www.awctaunus.org](http://www.awctaunus.org)

American Women's Club of the Taunus – very useful information regarding what's on and happening in and around Frankfurt.

## 14. ISF Internationale Schule Frankfurt-Rhein-Main - Personal Information of Overseas Applicants

**PLEASE PRINT/DETATCH, COMPLETE AND RETURN WITH CERTIFICATES & COPY OF PASSPORT  
(All of the following information is required by German Law to obtain Residency and Work Permits)**

Personal Information									
Last Name:		(Maiden Name)							
First Name:		Date of Birth: (d/m/y)	Place of Birth: (d/m/y)						
Address:									
Telephone: <small>(Please include all dialing codes)</small>		Fax: <small>(Please include all dialing codes)</small>		Email:					
Nationality:			Social Security Number:						
Married <small>(Please tick for yes)</small>	<input type="checkbox"/>	Single	<input type="checkbox"/>	Divorced <small>(Separated)</small>	<input type="checkbox"/>	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Dependent children <small>(Please state ages)</small>									
Permanent Address in home country:									
Telephone: <small>(With full dialing code)</small>		Fax: <small>(With full dialing code)</small>		Email:					
Name of Father: <small>(Last, first, other)</small>			Name of Mother: <small>(Last, first, other)</small>						
Passport Information									
Passport Number:			Date of Issue:						
Valid Until:			Place of issue:						
Name as is Passport:									
Information about spouse									
Name of Spouse: <small>(Last, first, other)</small>			Maiden Name:						
Residence of Spouse:		Date of Birth: (d/m/y)	Place of Birth: (d/m/y)						
Nationality of Spouse:									
<b>With the above information please attach copies of the following documents</b> College/University Transcript, Qualification certificates, Teachers License <b>Marriage certificate (if accompanied by spouse)</b>									
Declaration									
<i>I certify that the above information is true</i>									
Signature:..... Date:.....									