

NEW STAFF WELCOME PACKAGE



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1. Welcome to ISF and Frankfurt

We would like to welcome you to Germany, Frankfurt, and 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 or E-mail and she will be pleased to assist you.

Amanda's 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@isf.sabis.net

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

2. Apartments

ISF maintains a number of school apartments throughout Frankfurt for teachers and staff. They are rented by ISF and then sub-let to employees who are new to the city. All school apartments are located close to local shops and public transport. School apartments are available on a first-come, first-served basis.

If you opt for a school apartment, we will not be able to identify the exact apartment right away. We can, however, let you know what general furnishings the apartment will have and offer insight into the surroundings you can expect to encounter when you arrive.



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 size of the apartment, 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 in Germany. Instead, the type of equipment and services is up to the tenant upon arrival. The options on the telephone (mobile and landline) and Internet lines and service providers vary. Do note that apartments will not likely have a telephone or Internet service upon 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 have purchased a 'pay as you go' chip/SIM card for their mobile phone on their first morning in Frankfurt. This allows them to access free WIFI in many cafes and places of business until a permanent phone and Internet connection can be sorted out.

Vodafone and O2 are the largest providers in Frankfurt and there are shops in the main shopping street, Zeil.

5. Moving to Frankfurt

AIR TICKET

The school will book your flight from your point of hire to Frankfurt ,and an electronic ticket will be sent to you via E-mail. You will be required to report to the school for **Orientation starting Monday 12th August 2024**. **To make sure you have a chance to settle in prior to orientation, we would like to arrange your arrival in Frankfurt between 7th and 9th August 2024**.

Arrival in Frankfurt

When you arrive in Frankfurt, you will be met at the airport, unless otherwise arranged, and taken 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 following two weeks, before the school year starts on Monday 26th August, there will be New Teacher Orientation (in-house training and workshops) to help familiarize you 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 indicate costs incurred in moving/shipping* your things from your point of hire to Frankfurt. The maximum amount that can be reimbursed against receipts is determined by zone based on your point of hire as indicated here below:

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 of both the United Kingdom and the United States. A cost of normal, weekly grocery shopping for one person will be

around €75-€100. 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. Many appliances such as hair dryers and laptops have dual voltage these days; however, in order to use them in Europe, you will need a plug adapter. Appliances that cannot run on 220v will need an electricity converter in order to be used in Europe.



Map of Frankfurt am Main and location of ISF on west side of the city.

8. Driving and Driving Licenses

There is very little need to have a car in Frankfurt, as the public transport is inexpensive, frequent, reliable, and safe. If you have a non-European Union license, you can only legally drive in Germany for 6 months before you have to have a German license. This 6-month window does not apply if your driving license has been issued by a US state that has a reciprocal agreement with Germany. Check with your state license bureau before moving to see if your state has a reciprocal agreement.

Taking a German driving test is time consuming and expensive. There are no restrictions on driving in Germany for those with an EU license.

9. Getting around Using Public Transport

The trains, subways, streetcars (trams), and local buses are inexpensive, safe, reliable, and frequent. A monthly card that covers travel on all forms of public transport within the Frankfurt city boundaries costs approximately €100. The cost of a single-use ticket from Frankfurt to the school is approximately €3.65. 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.

10. Banking

To open a bank account in Germany, you must first be registered at a German address. This registration is also the first formality in the process of 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 for you there with English-speaking representatives. 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.

11. Documentation Required

TO HELP WITH THE PROCESS OF OBTAINING THE NECESSARY RESIDENCY AND WORKING DOCUMENTS, PLEASE 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 10 of this Welcome Pack – Completed
- Copy of your passport (Only the page with the personal details and photograph is necessary.)
- Current police check from the country you are currently in and have been in for at least the last 6 months. The police check should not be older than 3 months from your new employment date with us, e.g., 1st August.
- Proof of Measles Vaccination. This is required by law. If you do not have a record of vaccination against measles, you either need to have an antibody test or get the vaccination and then share the proof of vaccination. This only applies if you were born after 1970.

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)
- Measles vaccination confirmation
- Police check – current issued within the last 3 months
- Copies of your qualifications – degrees and licenses

12. Useful Websites to View

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

GENERAL INFORMATION ON GERMANY AND FRANKFURT:

www.howtogermany.com

A popular booklet published three times per year.

www.deutschland-tourismus.de

General Tourist information on Germany

www.bundesregierung.de

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

www.bahn.de

Deutsche Bahn – German Railway to explore travel!

www.expatica.com/de

German and European news/weather/information for expats in English.

CLUBS:

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.

<https://aiwcf Frankfurt.org/>

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

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

See next page for form to be completed and submitted.

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>	
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>	
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:		

With the above information please attach copies of the following documents
College/University Transcript, Qualification certificates, Teachers License
Marriage certificate (if accompanied by spouse)

Declaration

I certify that the above information is true.

Signature:..... **Date:**.....