



Summer Program Handbook

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What to Expect Moving Forward

Now that you have been accepted to the AJY Summer Program you will start receiving Pre-Departure Information from AJY Staff in Germany. The most pertinent information can be found in this Handbook, but make sure to be checking your emails regularly for updates from us!

Who Do I Contact When?

Up until now, you will have primarily been in touch with the AJY office at Heidelberg University in Tiffin. As the Summer Program approaches, you will most likely have questions you will want to direct at us, the AJY staff in Heidelberg, Germany.

Contact the ...	if you have questions regarding ...
American Office: Tel. +1 (419) 448-2953 Email: ajy@heidelberg.edu	<ul style="list-style-type: none">- Your application- Pre-Departure Forms- Payment & Billing
German Office: Tel. +49 6221 23874 Email: ajy@uni-heidelberg.de	<ul style="list-style-type: none">- Your stay in Heidelberg- Academics and courses- Housing and what to bring- Travel and scheduling

Who Are the On-Site Staff Members?



Martin Kley, Ph.D.

Resident Director

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Martin Kley studied at the universities of Augsburg, Pittsburgh, and Texas at Austin. Following his Ph.D. in German Studies, he was Assistant Professor of German at Gettysburg College from 2008 to 2013. Upon returning to his native Germany, Martin served first as Academic Director and then Center Director for CIEE's Global Institute Berlin. Combining his pedagogical and scholarly background with administrative experience in the field of international education, Martin works with AJY participants in various capacities – as teacher, academic advisor, mentor, and liaison to the University of Heidelberg.



Cara Meysen

Program Coordinator

cmeysen@heidelberg.edu

Cara Meysen is currently pursuing her Master in Geography at the University of Heidelberg. As a German American, her research interests primarily include the United States and social and cultural geography. She spent a high school semester abroad at the Conserve School in Wisconsin and a year abroad at St. Mary's College of Maryland. In her capacity as Program Coordinator, Cara works closely with the Resident Director in helping students find their bearing in Heidelberg outside of academics. She enjoys sharing her hometown with the students and showing them all the possibilities a semester abroad in Heidelberg can bring them. Additionally, Cara oversees alumni relations and AJY's social media presence.

AJY Staff also includes **Program Assistants** Darlene Rieth, Julia Pinkow and Tom Drechsler, as well as several adjunct faculty. To read more about their backgrounds, visit the [AJY website](#).

The AJY Study Center

The Study Center is the hub of AJY life in Heidelberg and serves several functions. It houses our offices, three classrooms, a fully equipped computer room, as well as a student lounge and a kitchen with a balcony. The German language course and the German Studies seminar will be taught here. The Study Center is also used for AJY meetings or events, and students have access to the classrooms and lounges to study, read and mingle. Because we are a fully immersive program, there is a "German-only" policy at the Study Center. Additionally, the Study Center is the perfect place to meet and hang out with the AJY *Sommersemester* students, who have been in Heidelberg since March and are staying for a full semester.

Each student has a mailbox at the Study Center. If you would like to have your mail sent here, please use the following address:

Your Name
c/o American Junior Year
Hauptstraße 133
69117 Heidelberg, Germany

We strongly advise against receiving packages from the US (such as care packages sent from your family)! Upon their delivery you will have to pay a customs fee which can cost more than the original price of the items in the package. **More information can be found on the [Deutsche Post website](#).**

What Do I Still Have to Do Before My Departure?

Once you have been accepted to the AJY program, there are several steps you must take in preparation for your stay in Heidelberg:

- Submit your pre-departure forms!
- Make sure you have a valid passport! US citizens do not need a visa for their stay in Germany. Passport applications and instructions can be downloaded from the State Department website. Non-US citizens should contact the German consulate to find out their visa requirements.
- Book a flight to Frankfurt Airport (FRA) and a return flight home. You can find the program's arrival and departure dates on the AJY website.
- Book an international cellphone plan with your provider. There are options to buy German SIM cards upon your arrival in Germany, but it is best to talk to your provider in the US in advance to see what your options are.
- Research how you will withdraw money and pay for things in Germany. Most AJY students withdraw cash at an ATM, but they will charge you a small service fee for every withdrawal. Using American credit cards in Germany is not a reliable option, as quite a few establishments in Germany still do not accept them. If you are unsure about withdrawing money in Germany, AJY recommends researching the multi-currency accounts offered by [Wise](#).
- If you opt-in, AJY will sign you up for a health insurance policy. If you have opted out, make sure you sign yourself up for health insurance coverage. AJY also recommends signing up for travel insurance.
- In case you have not received a COVID-19 booster shot, AJY strongly recommends doing so. Make sure to bring your COVID vaccination card when you come.

How Can I Prepare for My Stay in Heidelberg?

- **Familiarize yourself with the Summer Program Calendar**
There are many mandatory events and co-curricular excursions in addition to your classes.
- **Start reading and listening to German**
The best way to prepare yourself for your full-immersion experience is to brush up on your German language skills. AJY students often listen to German podcasts, read German newspaper articles, or watch YouTube videos about life in Germany.

Internet Access in Heidelberg

There will be many places you will be able to access WIFI networks in Heidelberg. First and foremost, the AJY Study Center has WIFI. Secondly, the Universität Heidelberg has several WIFI networks such as eduroam, which you might already know from your home campus. You can connect to the University's WIFI in university buildings and around town, however, these networks

can sometimes be less reliable than the WIFI at the Study Center. In addition to the networks provided by the university, there are plenty of free WIFI networks in local cafes and shops, just like in the US.

Living with a Host Family

Most Sommer Program students will be living with host families. Depending on personal preference and availability, some students might be placed in alternate accommodations. Regardless of your accommodations, AJY will provide you with a meal stipend. You will find out where you will be staying a few weeks prior to your arrival in Heidelberg.

Traveling In and Around Heidelberg

Getting around Heidelberg is very easy! AJY will provide you with a public transportation pass which gives you unlimited access to public transportation in Heidelberg. Additionally, Heidelberg has an extensive network of bike paths. Many AJY students buy or rent a bicycle for their stay in Heidelberg and use it to get around.

AJY organizes several study trips and excursions, including a longer excursion to Berlin. You will also receive a German Rail Pass, which you can use on weekends and your break to travel around Germany by train.

Wir freuen uns sehr, Sie kennenzulernen und in Heidelberg begrüßen zu dürfen. Falls Sie Fragen haben oder sich unsicher sind, kontaktieren Sie uns. Wir helfen Ihnen gerne weiter, sodass Sie sich ohne Sorgen auf Ihren Auslandsaufenthalt vorbereiten können.

Bis bald in Heidelberg!

