

## **Welcome to Münster**

Introductory information and tips:

Living, working, studying, education, transport, authorities, leisure

## **Imprint**

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## I. Ten times Münster – in brief

Münster is a multi-faceted city. It is a city of science and learning, the City of Westphalian Peace, the capital city of bicycles and Germany's Climate Protection Capital. Westphalia's longstanding regional capital is a young city, not least thanks to around 47,000 students. It is an outstanding place to live, work, learn and research. It is a place where urban culture, municipal diversity and first-class rural recreation intersect and have a mutually enhancing effect.

### I.1 Münster in figures

Münster is a green city. Almost 65 per cent of the city area is used for agricultural and forestry purposes. Here are a few statistics (rounded up or down in some cases):

#### Geography

- City surface area: 303 square kilometres
- Highest point: Mühlenberg, 97 metres above sea level
- Lowest point: on the river Ems, 44 metres above sea level
- Neighbouring cities: Bielefeld (62 kilometres to the East), Dortmund (61 kilometres to the South), Enschede (the Netherlands; 65 kilometres to the North-West), Osnabrück (44 kilometres to the North-East).

#### Climate

- Average annual temperature: 9.2 degrees Celsius
- Average precipitation: 744 millimetres
- Hours of sunshine in 2007: 1501
- Highest and lowest temperatures 2007: 32.3 degrees Celsius and –8.6 degrees Celsius

#### People

- Population: Approximately 280,000 inhabitants (148,000 female, 132,000 male)
- Population density: 146,500 households, spread over 145,000 apartments
- Employed individuals (as of 31.12.2006): 190,800
- Unemployed individuals (December 2008): 8,427 (6.0 per cent)
- Students (winter semester 2007/2008): 46,600
- Pupils (school year /2008): 33,300 at general-education schools, 19,000 at vocational colleges
- Foreign inhabitants: 21,000

## Municipal districts

- Central – 113,500 inhabitants
- North – 28,200
- East – 20,600
- West – 54,200
- South–East – 27,000
- Hilstrup – 36,700

## And some more statistics

- 9 hospitals, 96 chemists', 36 nursing homes
- 94 general–education schools, 11 vocational colleges, 8 universities
- 8,600 places in nursery schools, crèches and after–school care clubs
- 321 playgrounds, 692 sports complexes
- 5 theatres with independent theatre companies, 29 museums and exhibition halls, 2 large event and concert halls, 1 trade fair centre

## **I.2 Young old city**

History was made in Münster, and it continues to have an effect to this day. Here is a condensed historical retrospect:

Münster's roots can be traced back to the 6<sup>th</sup> century AD. However, the city officially came into existence in 793, when Frisian missionary Liudger founded the "Monasterium" cloister. Münster became a cathedral city as early as 805, and the city remains an active centre of the Roman–Catholic church.

Münster's development into a religious Christian centre in Westphalia went hand in hand with its increased significance as a commercial and political hub. Münster received its town charter in 1170. The city enjoyed its economic heyday in the 14<sup>th</sup> and 15<sup>th</sup> centuries as an outpost of the Hanseatic league, Europe's most influential trade network at the beginning of the modern age. The Prinzipalmarkt with the historic Town Hall, which was completed around 1350, continues to testify to the success and self–assurance of the merchant community.

Two events which took place in Münster are destined to remain forever etched on the world's historic memory. John of Leiden founded the Anabaptist theocracy in Münster in 1534, and declared himself king. The reign of the Anabaptists, a radical Christian reform movement, met a bloody end when soldiers in the employ of Prince–Bishop Franz von Waldeck suppressed the faction's adherents. Three wrought–iron cages, in which the bodies of the publicly executed Anabaptists were displayed as a warning to the crowds, hang in the tower of St. Lambert's Church to this day. In 1648, Münster (and its neighbouring city Osnabrück) was the site of the Peace of

Westphalia. This effectively ended the Thirty Years' War and resulted in state sovereignty for the Netherlands and Switzerland.

In 1773, the foundation stone of one of Germany's most significant university cities was laid with the establishment of the Regional University. Today, the city is home to around 47,000 students who study at its eight universities.

In 1816, Münster was declared the capital of the new province of Westphalia in the kingdom of Prussia. The provincial capital became the "desk of Westphalia" and with it the seat of many authorities and institutions. After the Second World War, the Prussian provinces of Westphalia and Rhineland were included in the new Federal state of North Rhine–Westphalia. However, the Regional Association of Westphalia–Lippe, with headquarters in Münster, continues to be responsible for many cultural and social duties in the Westphalian province. Münster is also the seat of a regional district authority.

The Old Town, which was destroyed by bombing during the Second World War, was the subject of an extensive historical reconstruction after 1945. It was enhanced by new buildings which made international headlines: the municipal theatre (1956), the municipal library (1993) and the diocesan library (2005). Münster has developed from an administrative city to the economic, scientific and service industry hub of a region with 1.5 million inhabitants.

### **I.3 City of Peace**

The Peace of Westphalia treaties were signed and sealed in Münster and Osnabrück on 24<sup>th</sup> October 1648. They ended a battle for political and religious supremacy in Central Europe, which had lasted for thirty years and resulted in unimaginable suffering, particularly for the German population. The Peace of Westphalia imposed international law. It was the first time in European history that a war had been ended via diplomatic channels at the negotiation table, as opposed to military actions on the battlefield.

[www.muenster.de/friede](http://www.muenster.de/friede)

Münster's identity has been influenced by the Peace of Westphalia and the accompanying culture of tolerance. The city also constituted a stage on the journey towards Cold War conciliation: on 18<sup>th</sup> June 1990, Foreign Ministers Shevardnadze (Soviet Union) and Genscher (Germany) met in the Town Hall of Westphalian Peace in order to prepare the "Two-Plus-Four Accord", which paved the way for the peaceful reunification of Germany.

A peaceful mission:

- Münster underscores its historical responsibility for peaceful co-existence and non-violent conflict resolutions during the annual event series entitled “Westphalian Peace – yesterday. Today. Tomorrow.”
- The Westphalian Peace Prize is awarded bi-annually by the Economic Association of Westphalia and Lippe. One outstanding individual, who is committed to unity and peace in a Federal Europe, and a youth organisation which works in an exemplary manner towards these aims are honoured. Former General Secretary of the United Nations, Kofi Annan, and the Young Knights of Malta (Geimeinschaft junger Malteser) were honoured in 2008.

[www.westfaelischer-friedenspreis.de](http://www.westfaelischer-friedenspreis.de)

- The message of the Peace of Westphalia endures in the historic Town Hall in the Prinzpalmarkt. The Town Hall is considered one of the Gothic period’s most beautiful secular buildings. The council chamber is the oldest part of the building, and is famous as the “Peace Hall”. Although the actual peace treaties were not signed here, peace was invoked in advance of the Spanish–Dutch pact, which resulted in the King of Spain’s recognition of sovereignty for the Netherlands. Portraits of the envoys to the complex peace negotiations, which lasted for five years, hang on the walls of the "Peace Hall" in testimony to those times.

A memorial slab in the fireplace in the Peace Hall bears the inscription: "Anno 1648: 'Pax optima rerum, 24. Oct'. Peace is the greatest good. On 24<sup>th</sup> October 1998, 20 European heads of state gathered in the Peace Hall to mark the 350<sup>th</sup> anniversary of Westphalian Peace and rekindle this important message.

[www.muenster.de/stadt/tourismus/westfaelischer-frieden.htm](http://www.muenster.de/stadt/tourismus/westfaelischer-frieden.htm)

#### **I.4 The World's Most Liveable City**

Münster is authorised to call itself "The World's Most Liveable City". In 2004, Münster was the first German city to take first place at the International Awards for Liveable Communities (LivCom–Award) in the category of cities with 200,000 – 750,000 inhabitants. Münster outshone cities such as Seattle/USA, Okayama/Japan, Changshu/China, Poznań/Poland and Coventry/UK during the urban competition, organised by UNEP, the United Nations Environment Programme, and IFPRA, the International Federation of Parks and Recreation Administration. Over 450 cities from around the world participated in the annual competition in 2004.

The jury awarded the best marks for the systematic development of city and region, the careful assimilation of historical heritage into city culture and the promotion of environmental protection and environmental awareness. The

jury was particularly impressed by the fact that Münster's citizens voluntarily play an active, committed role in the city's ongoing development.

The combination of dedicated citizens and foresighted environmental planning was crucial to the city's success in another competition. In 2007, Münster represented Germany in the "Entente florale Europe" competition, where it was awarded the gold medal.

[www.muenster.de/stadt/livcom](http://www.muenster.de/stadt/livcom)

[www.muenster.de/stadt/entente-florale](http://www.muenster.de/stadt/entente-florale)

## I.5 City of culture

Münster takes centre stage in the international art scene over a period of 100 days each decade. The city plays host to the "Sculpture Projects", which number among the most important international exhibitions of contemporary art displayed in the public sphere. The first Sculpture Projects took place in 1977. At the event's fourth anniversary in 2007, the 34 art works by 36 artists from 14 countries attracted around 550,000 visitors from all over the world. The city places several sculptures on permanent display after each exhibition. Münster's squares and parks have therefore become the largest open-air museum for contemporary sculpture in recent decades.

[www.skulptur-projekte.de](http://www.skulptur-projekte.de)

The Sculpture Projects are the jewel in Münster's cultural crown. However, day to day life in the city is also extremely diverse.

### Theatre

Münster is home to over 40 theatres and theatre groups, which perform on a regular basis ([www.muenster.de/theater.html](http://www.muenster.de/theater.html)). Some important theatres:

- "Städtische Bühnen" (municipal theatres): The municipal theatre includes the musical, drama, children's and youth and dance theatres and the symphony orchestra, and thus unites five disciplines under one roof. Around 25 premières and 550 performances per season make for a demanding programme, which is supplemented by productions by the Low German Theatre, guest performances, readings, lectures and exhibitions. The "Großes Haus", used for major productions, has 955 seats, and the "Kleines Haus", a smaller stage located in the same building, seats 280 theatre-goers.

[www.stadttheater.muenster.de](http://www.stadttheater.muenster.de)

- Theater im Pumpenhaus: North Rhine–Westphalia’s first free theatre was founded in a former sewage pumping station in 1985. The Theater im Pumpenhaus doesn’t have its own company; instead, it offers outstanding national and international artists and theatre groups from Münster the opportunity to showcase their talents during stage performances.  
[www.pumpenhaus.de](http://www.pumpenhaus.de)
- Wolfgang Borchert Theatre: The Wolfgang Borchert Theatre by the city harbour is a professional private theatre with its own permanent company, which is complemented by guest performers. It was founded in 1956, and is one of Germany’s oldest private theatres.  
[www.wolfgang-borchert-theater.de](http://www.wolfgang-borchert-theater.de)
- GOP: Modern variety theatre productions are staged by international artists in the GOP–Variety Theatre, directly opposite the main railway station. The emphasis is placed on cultivated live entertainment, combined with creative cuisine.  
[www.variete.de/Muenster](http://www.variete.de/Muenster)

## Cinema

Münster is a city of cinemas. Here, blockbuster films are viewed by up to 80,000 spectators. Münster's inhabitants go to the cinema up to six times more frequently than the populations of other German cities.

[www.muenster.de/medien\\_film.html](http://www.muenster.de/medien_film.html)

- With its nine screens and 2,761 seats, the Cineplex on the Albersloher Weg is the city’s largest cinema. Münster is also home to two cinemas which are regularly singled out for their courageous choice of art house movies away from the mainstream: the “Cinema” on the Warendorfer Straße and the “Schloßtheater” on the Melchersstraße.  
[www.cineplex.de](http://www.cineplex.de)  
[www.cinema-muenster.de](http://www.cinema-muenster.de)
- In 1981, the “Cinema” hosted the first ever Münster film festival, which quickly gained a national following and is organised by the Filmwerkstatt Münster on a bi-annual basis.  
[www.filmwerkstatt.muenster.de](http://www.filmwerkstatt.muenster.de)
- Münster has witnessed major film and television productions in recent years. Two of Germany's most popular thriller series are located here: "Münster–Tatort" and "Wilsberg".  
[www.muenster.de/stadt/filmservice](http://www.muenster.de/stadt/filmservice)

## Museums

Pablo Picasso and August Macke, two of the 20<sup>th</sup> century's most important painters, occupy a permanent place in Münster's museumscape. Their works are leading exponents within a rich selection of exhibits in Münster's 29 museums and exhibition halls for art, art history, science and technology.

[www.muenster.de/museen.html](http://www.muenster.de/museen.html)

[www5.stadt-muenster.de/schriften/pdf/Museumsfuehrer\\_e.pdf](http://www5.stadt-muenster.de/schriften/pdf/Museumsfuehrer_e.pdf)

Exhibition density is at its peak along the "Museum Mile", on the Pferdegasse/Domplatz (Cathedral Square). This is the site of the Westphalian State Museum of Art and Cultural History, the Westphalian Art Association, the Bible Museum, the Archaeological Museum, the Diocesan Museum of Christian Art and the Cathedral Treasury in St. Paul's Cathedral. The Geological–Palaeontological Museum and the Mineralogical Museum (Geomuseum) are also due to reopen on the Pferdegasse during the course of 2010.

Some museums:

- LWL State Museum of Art and Cultural History: The collections take the visitor on a journey through 1,000 years of Occidental art and cultural history. The museum, which stores 500,000 artefacts in its repositories, is only able to exhibit 5,000 pieces, or one per cent of the treasures with which it is entrusted, at any one time. It also administers the artistic inheritance of August Macke, one of the most important painters of the Modern Age. In 2009, the Regional Association of Westphalia–Lippe (LWL) began a large-scale restructuring and rebuilding of the State Museum with a budget of around 48 million euros. The current building will be completely restructured, and a new building will be erected on the site of the former Archaeology Museum in the centre of Münster. The new museum, with a total of 7,500 square metres of exhibition space, is due to be completed at the beginning of 2012.

[www.lwl.org/LWL/Kultur/WLMKuK/home](http://www.lwl.org/LWL/Kultur/WLMKuK/home)

- Pablo Picasso Museum of Graphic Arts: The museum's collection unites over 800 prints by Picasso, and includes virtually the entire lithographic oeuvre by the Spanish artist. The collection comprises portraits, still life, turbulent bullfight scenes and ancient mythological creatures, all of which inhabit Picasso's lithographs. Temporary exhibitions on the life and work of Picasso and his contemporaries make the works of the 20th century genius extremely accessible. The museum is located in a listed building on the Königsstraße.

[www.graphikmuseum-picasso-muenster.de](http://www.graphikmuseum-picasso-muenster.de)

- Museum of Lacquer Art: The Museum of Lacquer Art on the Windthorststraße is the only one of its kind in the world. The establishment, which is affiliated to the BASF Coatings AG houses a collection of lacquer arts from East Asia, Europe and the Islamic world, including 1,000 artefacts whose date range spans 2,000 years.  
[www.museum-fuer-lackkunst.de](http://www.museum-fuer-lackkunst.de)
- City Museum: The City Museum on the Salzstraße presents the history of the city from its beginnings to the present day. Specific topics and aspects related to Münster's cultural, artistic and quotidian history are presented during special exhibitions.  
[www.muenster.de/stadt/museum](http://www.muenster.de/stadt/museum)
- Mühlenhof Open-Air Museum: The Mühlenhof displays four centuries' worth of rural regional culture and craftsmanship over five hectares, and is located in the direct vicinity of the Aasee (Lake Aa) and the "Allwetterzoo" (all-weather zoo). Approximately 30 historic buildings, including a post mill, were either transferred to the museum from their original sites or reconstructed there according to original models.  
[www.muehlenhof-muenster.org](http://www.muehlenhof-muenster.org)
- LWL Natural History Museum: A permanent exhibition at the museum traces Westphalia's development from the mammoth steppe to agrarian countryside. The 16-metre long skeleton of a tyrannosaurus rex is a real visitor magnet. Attached to the museum there is also a planetarium.  
[www.naturkundemuseum-muenster.de](http://www.naturkundemuseum-muenster.de)

## Music

Münster's music scene is composed of an immense number of orchestras, groups, choirs and bands. The city's press office provides an initial overview of Münster's musical spectrum, including performance locations and music lessons online at  
[www.muenster.de/kultur\\_musik.html](http://www.muenster.de/kultur_musik.html)

## Literature

The "Literaturline" on the internet provides interested parties with an overview of the various famous and undiscovered authors living and working in Münster. The site features both a literary events calendar and lists of links to literary event organisers and patrons.  
[www5.stadt-muenster.de/literaturline/literaturline.cfm](http://www5.stadt-muenster.de/literaturline/literaturline.cfm)  
[www.muenster.de/literatur.html](http://www.muenster.de/literatur.html)

## Event and concert locations

The city's club scene offers a selection of pop, rock and jazz events which delight musical enthusiasts as much as the major classical concerts on the "Städtische Bühnen", or municipal stages or the shows featuring international stars, which are held at the Halle Münsterland. Consumer fairs take place in the region's major event centre on a regular basis, such as the Garden and Wellness Fair "spring – flowers – leisure" or the "Fine Arts and Antiques Fair". The Stadthalle Hiltrup offers visitors a diverse programme featuring craft events, concerts and cabaret. With its concerts and parties held in the "Jib" bar, the "Gleis 22" club on the Hafenstrasse has been crowned "club of the year" on the German club scene several times to date.

[www.muenster.de/kultur\\_buehnen.html](http://www.muenster.de/kultur_buehnen.html)

## **I.6 Germany's cycling capital**

Münster without bicycles? Unthinkable! Over 100,000 citizens use the "Leeze" – the translation of the word "bicycle" in Münster dialect – on a daily basis in order to get to work, school, sport or lectures or to discover the city. Münster is home to an estimated 500,000 bicycles. This means that, from a statistical perspective, each inhabitant owns almost two bicycles.

[www.muenster.de/stadt/tourismus/fahrradhauptstadt.html](http://www.muenster.de/stadt/tourismus/fahrradhauptstadt.html)

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

Cyclists have access to an extremely well developed, 270 kilometre network of cycle paths designed for bicycle traffic, in addition to 255 kilometres of cycle paths located off the main roads on access routes. There are even special bicycle roads, on which the "Leezen" set the pace and take precedence over cars. The infrastructure is rounded off by a selection of bicycle parks, rental points and a dense dealer network.

It's no wonder that Münster has been voted "Germany's most bicycle-friendly city" several times, both by the ADAC (German Automobile Association) and the ADFC (German Cyclists' Federation). Germany's leading consumer safety group, the "Stiftung Warentest", came to the same conclusion.

[www.adfc.de/2596\\_1](http://www.adfc.de/2596_1)

However, caution is required: this popular means of transport is a favourite target for thieves. On average, more bicycles are stolen in Münster than in other cities. Those who don't lock their bikes may soon have to go on foot. This also applies to those who inconsiderately leave their bicycles in inappropriate locations on pavements, streets or pedestrian zones. Bicycles which disrupt traffic or obstruct footpaths are removed by the municipal authorities and taken to central collection points.

Münster is located at the heart of the Münsterland Cycling Region. Cycling is the perfect way to explore the flat parkland, which is dotted with old moated castles. The Münsterland cycling network covers 4,500 kilometres. It offers a wide selection of themed routes and circuits. The excellent infrastructure, which includes bed & bike accommodation, service and bike rental points and bicycle navigation systems, make the Münsterland a cycling paradise for leisure, sport and relaxation.

[www.muensterland-tourismus.de/radfahren/index.html](http://www.muensterland-tourismus.de/radfahren/index.html)

## **I.7 A university and scientific city**

Münster is a city of science and learning. Its eight universities offer a broad range of subjects. The city is home to the Westphalian Wilhelms University of Münster (WWU), one of Germany's largest universities. The cluster of excellence "Politics and Religion", which was created in 2008, is one example of the outstanding research going on at this university. The University of Applied Sciences in Münster is one of the most dedicated of its kind in terms of research. Münster's universities and scientific institutions, such as the Max-Planck Institute for Molecular Biomedicine, the Leibniz Institute for Arteriosclerosis Research and the Center for NanoTechnology (CeNTec), form a scientific network which carries out teaching and research in over 500 fields.

With its 280,000 strong population including around 47,000 students, Münster boasts one of the highest "student densities" in Germany. The universities, which employ 15,000 people (including the University Clinic) are also the city's largest employer. Almost every fourth individual living in Münster either studies, teaches, researches or works at one of the eight universities.

The growing significance of science is becoming increasingly evident in the "innovation quarter" in the west of the city. The Science Park with Technologiehof (Technology Centre Münster), Center for NanoTechnology (CeNTec), Max-Planck Institute and a series of technology-oriented companies is located in the direct vicinity of the University's Scientific Centre, the University Clinic and the University of Applied Sciences. The second element of the "innovation quarter" is the Technology Park, which includes companies from the fields of life science and information and communication technology. The "innovation quarter" is rounded off by the Leonardo campus with the college of art and other institutions affiliated to the University of Applied Sciences and the University.

Contact partner at the municipal authorities:

Academic office

Tel. 02 51 / 4 92-27 55

E-mail [SchmidtMatthias@stadt-muenster.de](mailto:SchmidtMatthias@stadt-muenster.de)

The universities online:

- Westphalian Wilhelms University – [www.uni-muenster.de](http://www.uni-muenster.de)
- Münster University of Applied Sciences – [www.fh-muenster.de](http://www.fh-muenster.de)
- Catholic University of Applied Sciences North Rhine-Westphalia – [www.katho-nrw.de/muenster/](http://www.katho-nrw.de/muenster/)
- Philosophical-Theological University of Münster – [www.pth-muenster.de](http://www.pth-muenster.de)
- Academy of Fine Arts Münster – [www.kunstakademie-muenster.de](http://www.kunstakademie-muenster.de)
- Federal University of Applied Administrative Sciences NRW, Faculty of Finance – [www.fhbund.de](http://www.fhbund.de)
- Federal University of Applied Public Administrative Sciences – [www.fhoev.nrw.de/](http://www.fhoev.nrw.de/)
- German Police University – [www.dhpol.de](http://www.dhpol.de)

Additional important research addresses (selection):

- Münster University Clinic – [www.ukmuenster.de](http://www.ukmuenster.de)
- Max Planck Institute of Molecular Biomedicine – [www.mpi-muenster.mpg.de](http://www.mpi-muenster.mpg.de)
- Leibniz Institute of Arteriosclerosis Research – [www.lifa-muenster.de](http://www.lifa-muenster.de)
- Center for Nanotechnology GmbH – [www.centech.de](http://www.centech.de)

## I.8 Economic location

Münster is the creative “desk of Westphalia”. Greater Münster is peppered with public authorities, consulting companies, insurance companies, banks, computer centres, publishing houses and advertising and design agencies. 13,000 new jobs have been created within the service sectors over the past ten years alone.

With a total turnover of around 1.9 billion euros, the retail trade is an important economic factor. With its traditional merchants’ townhouses and more modern outlets, such as the Münster arcades and the Stubengasse, the historic centre is a consumer magnet.

[www.wfm-muenster.de/index59.htm](http://www.wfm-muenster.de/index59.htm)

Münster’s status as a significant industrial location is frequently overlooked. Yet the city’s Hilstrup district, for example, is home to the headquarters of BASF Coatings AG, where car paints, designed for the world market, are developed and manufactured. Hengst GmbH & Co. KG is another jewel in the industrial city's crown. Virtually all the famous car manufacturers place their

trust in the filters and filter systems manufactured by Hengst. Wyeth, one of the world's largest pharmaceutical companies also active in the field of research, provides the German and Austrian market with medicines from its Münster headquarters. Brillux (paints) and Compo (fertilizers) are two other famous brands which are "made" in Münster. The industry's export quota is almost 35 per cent.

[www.ihk-nordwestfalen.de](http://www.ihk-nordwestfalen.de)

All in all, Münster is a powerful economic location a high quality of life, an above-average income level and a significantly lower unemployment rate than the average currently prevailing in the Federal State of North Rhine-Westphalia.

Information:

Wirtschaftsförderung Münster GmbH

Steinfurter Straße 60a

Tel. 02 51 / 6 86 42 70

[www.wfm-muenster.de](http://www.wfm-muenster.de)

## **I.9 Municipal authorities and politics in Münster**

Local self-government is firmly anchored in Germany's Basic Constitutional Law. Cities like Münster have the right to regulate and rule on all matters concerning the local community in an independent manner within the bounds of Federal legislation.

Every five years, German citizens and foreign citizens from the European Union living in the city elect the local parliament, or city council. This is the most important decision-making committee for local authority matters. The next local government elections are due to take place in 2009.

At present, Münster's city council comprises 74 members, elected for the current legislative period. 31 members represent the CDU (German Christian Democratic Party), 19 the SPD (German Social-Democratic Party), 14 the Bündnis 90/die Grünen/GAL (Alliance 90/The Greens/GAL (Green Alternative List)), 6 the FDP (Free Democratic Party), 3 the UWG/ödp (Independent Voting Alliance/Ecological-Democratic Party) and 1 member represents the PDS/LL (Party of Democratic Socialism/Left List). In addition, the mayor is entitled to vote in his capacity as a member of the city council. A proportion of the local self-government electees are responsible for the district councils in the city's six districts. For example, they take decisions regarding the maintenance and provision of schools, sports complexes and parks in their particular municipal districts.

In addition to the city council and district councils, the citizens also elect the mayor directly. He represents the city in his capacity as “first citizen”, and is also in charge of the municipal authorities with around 4,000 employees. The mayor also chairs the city council.

[www.muenster.de/stadt/kv/index.html](http://www.muenster.de/stadt/kv/index.html)

## **I.10 International Münster**

Münster is home to around 21,000 foreign citizens from over 159 nations. They constitute 7.8 per cent of the population. The largest group, which comprises 2,000 people, is from Serbia. Around 2,000 inhabitants are of Turkish origin, followed by those from Portugal (1,700) and Poland (1,400).

[www.muenster.de/stadt/stadtplanung/zahlen.html](http://www.muenster.de/stadt/stadtplanung/zahlen.html)

### Advisory Board for Foreigners

Münster founded an elected advisory board for foreigners in 1984, a full decade before boards of this kind became a legal obligation, in order to provide foreign inhabitants with better access to political, social and cultural city life. Since then, the advisory board has made every effort to promote co-existence between Germans and foreigners. It has launched numerous initiatives designed to integrate refugees. The intercultural festival and the "intercultural weeks" event series, hosted by the advisory board for foreigners each autumn, are designed to promote cultural understanding. Spyros Marinos chairs the committee, which has 19 members. All foreign citizens are able to vote during elections for the advisory board for foreigners, provided that they are over 16 years of age, have been living legally in Germany for at least a year with Münster as their main place of residence for at least three months.

[www.muenster.de/stadt/kv/auslaenderbeirat.html](http://www.muenster.de/stadt/kv/auslaenderbeirat.html)

### Twin cities

Münster has partner cities all over the world. The city has forged nine twinning relationships since 1957. York/England, Orléans/France, Kristiansand/Norway, Monastir/Tunisia, Rishon LeZion/Israel, Fresno/USA, Rjazan/Russia, Mühlhausen/Germany and Lublin/Poland. These connections are complemented by the city's amicable links with Braniewo/Poland and the twinning relationship between the Münster district of Hiltrup and Beaugency/France. Münster's twinning relationships are “citizen partnerships“. They create a context for encounters and understanding between thousands of people from schools and universities, sports, culture and partnership associations, year after year. They have also resulted in a multitude of personal friendships around the globe.

[www.muenster.de/stadt/partnerstaedte](http://www.muenster.de/stadt/partnerstaedte)

Information and contacts:  
Foreign relations team  
at the city council and mayoral offices  
Klemensstraße 10  
Tel. 02 51 / 4 92-60 51  
Fax 02 51 / 4 92-77 83  
E-mail [partnerstadt@stadt-muenster.de](mailto:partnerstadt@stadt-muenster.de)

### International life

Münster is home to a thriving international scene. Cultural associations, clubs and public institutions all act as meeting points. Intercultural encounters and international understanding are a feature of everyday life in the city. Below is a selection of international associations:

- Afrika e.V. – association promoting the integration of Africans in Münster  
[www.muenster.org/afrika](http://www.muenster.org/afrika)
- Africa in Münster – African events in Münster  
[www.muenster.org/afrika-in-muenster](http://www.muenster.org/afrika-in-muenster)
- Aktion Kinderhilfe Münster e.V.  
[www.aktionkinderhilfe.de](http://www.aktionkinderhilfe.de)
- amnesty international  
[www.muenster.org/ai](http://www.muenster.org/ai)
- attac  
[www.attac.de/muenster](http://www.attac.de/muenster)
- Círculo Hispano-Alemán e.V. – meeting place for Spanish and Latin American enthusiasts  
[www.circulo-hispano-aleman.de](http://www.circulo-hispano-aleman.de)
- Darfur-Hilfe e.V.  
[www.darfur-hilfe.org](http://www.darfur-hilfe.org)
- Deutsch-Italienische Gesellschaft (German-Italian Society) – forum for Italians living in Münster, and “Münsterians” interested in Italy  
[www.muenster.org/dig](http://www.muenster.org/dig)
- Deutsch-Dänische Gesellschaft Münster e.V. (German-Danish Society in Münster) – for the promotion and preservation of German-Danish relations  
[www.ddg-ms.de](http://www.ddg-ms.de)
- Deutsch-finnische Gesellschaft Münster e.V. (German-Finnish Society in Münster) – for the promotion and preservation of German-Finnish relations  
[www.muenster.org/dfg](http://www.muenster.org/dfg)
- Deutsch-Französische Gesellschaft Münster e.V. (German-French Society in Münster) – forum for German-Francophone exchange  
[www.muenster.org/dfgms](http://www.muenster.org/dfgms)

- Deutsch–Polnische Jugendakademie e.V. (German–Polish Youth Academy) – information about Münster’s twin city of Lublin  
[www.muenster.org/dpja](http://www.muenster.org/dpja)
- Deutsch–Russische Gesellschaft (German–Russian Society) – for the promotion of German–Russian relations  
[www.muenster.org/drg](http://www.muenster.org/drg)
- ECI – English Club International (English International Club)  
[www.muenster.org/eci](http://www.muenster.org/eci)
- Eine Welt Forum Münster (One World Forum in Münster) – Union of One and Third World groups  
[www.eineweltforum-muenster.de](http://www.eineweltforum-muenster.de)
- Freunde für Rishon LeZion (Friends of Rishon LeZion)– for the promotion of the partnership between Münster and Rishon LeZion  
[www.muenster-rishon.de](http://www.muenster-rishon.de)
- Gemeinschaft für deutsch–polnische Verständigung (Community of German–Polish Understanding) – information, Silesia forum  
[www.visitator-breslau.de](http://www.visitator-breslau.de)
- Gesellschaft für bedrohte Völker, Regionalgruppe Münster (Society for Endangered Peoples, Münster regional group) – human rights organisation for the protection of ethnic and religious minorities, indigenous peoples and pursued refugee groups  
[www.gfbv-muenster.de](http://www.gfbv-muenster.de)
- German–Dutch Corps  
[www.lgnc.org](http://www.lgnc.org)
- German–Indian Association  
[www.muenster.org/digmuenster](http://www.muenster.org/digmuenster)
- GGUA – Gemeinnützige Gesellschaft zur Unterstützung Asylsuchender e.V. (non–profit–making association for the support of asylum seekers)  
[www.ggua.de](http://www.ggua.de)
- Initiative Rumänien e.V. (Romania Initiative) – providing aid for deprived groups in Romania  
[www.muenster.org/romania](http://www.muenster.org/romania)
- Kindergefängnishilfe Münster–Ecuador (Münster–Ecuador Aid Association for Children of Imprisoned Parents) – aid for children in Ecuador  
[www.muenster.org/Kindergefaengnishilfe](http://www.muenster.org/Kindergefaengnishilfe)
- Mama Africa – intercultural life and learning  
[www.muenster.org/mamaafrika](http://www.muenster.org/mamaafrika)
- Münster – Global City  
[www.dielinse.de/globalestadt](http://www.dielinse.de/globalestadt)
- Münster–York Partnerschaftsverein (Münster–York Partnership Association)  
[www.ms-york.de](http://www.ms-york.de)

- Ökumenischer Zusammenschluss der christlichen Eine-Welt- und Dritte-Welt-Gruppen Münster (Ecumenical Union of Christian One and Third World Groups in Münster)  
[www.muenster.org/einewelt](http://www.muenster.org/einewelt)
- Pan y arte – development aid for Nicaragua focussing on culture  
[www.panyarte.org](http://www.panyarte.org)
- Partnerschaft Hilstrup–Beaugency (Hilstrup–Beaugency Partnership)  
[www.muenster.de/stadt/hilstrup-beaugency](http://www.muenster.de/stadt/hilstrup-beaugency)
- Projekt Freundschaft. Münsteraner Arbeitskreis für Frieden in Palästina und Israel e.V. (Project Friendship. Münster Study Group for Peace in Palestine and Israel) (formerly known as “Projekt Freundschaft Birzeit Münster e.V.” / “Project Friendship Birzeit Münster e.V.”)  
[www.muenster.org/birzeit/projektfreundschaft](http://www.muenster.org/birzeit/projektfreundschaft)
- Projet Maison Dogbo – aid project in Benin/West Africa  
[www.haus-dogbo.de](http://www.haus-dogbo.de)
- Schritt–Weise – Weg des Friedens, von Münster nach Jerusalem (the path of peace from Münster to Jerusalem)  
[www.schritt-weise.net](http://www.schritt-weise.net)
- Step by Step e.V. – support for people in need in Germany and abroad  
[www.stepbystep-muenster.de](http://www.stepbystep-muenster.de)
- terre des hommes – AG Münster, For a Humanitarian World  
[www.muenster.tdh.de](http://www.muenster.tdh.de)
- Tibet Initiative Deutschland e.V. –Münster regional group, Tibet – the drama on the top of the world  
[www.muenster.org/tibet](http://www.muenster.org/tibet)
- Unicef – Münster work group  
[www.muenster.org/unicef](http://www.muenster.org/unicef)
- Vamos e.V. Münster – For human rights, solidarity, justice and tolerance in the globalised world  
[www.vamos-muenster.de](http://www.vamos-muenster.de)
- VDIJB e.V. – association for the promotion of German–German and international encounters between young people  
[www.vdijb.de](http://www.vdijb.de)
- Verein zur Förderung der Städtepartnerschaft Münster–Rjasan (Association for the Promotion of the Münster–Rjasan Twinning Relationship)  
[www.muenster.org/msrjasan](http://www.muenster.org/msrjasan)
- Weltwinkel – The ONE–WORLD shop in the Paul–Gerhardt–Haus  
[www.muenster.org/Weltwinkel](http://www.muenster.org/Weltwinkel)

## International universities

Around 3,500 international students and over 200 visiting academics from all over the world at the Westphalian Wilhelms University alone underscore Münster's international reputation as an attractive university location. Universities and science also make a significant contribution to the city's international flair.

Both the major universities offer foreign students support to ensure they find their feet as quickly as possible.

- The university's international centre is called "Die Brücke" ("The Bridge"). This is a part of the university's international office. The Bridge promotes internationality and international dialogue. It advises foreign students and doctoral students, and provides support in matters of accommodation, bureaucracy and everyday issues.  
[www.uni-muenster.de/DieBruecke](http://www.uni-muenster.de/DieBruecke)  
[www.uni-muenster.de/Auslandsamt](http://www.uni-muenster.de/Auslandsamt)
- The International Office at the University of Applied Sciences also promotes the establishment's international orientation. The office offers foreign students a range of services, including a welcome service and workshops concerning life and culture in Germany.  
[en.fh-muenster.de/internationaloffice](http://en.fh-muenster.de/internationaloffice)
- The "Connecta International" trade fair takes place in Münster on a regular basis. The International Centre "Die Brücke" ("The Bridge") constitutes a collaboration between the University and the City of Münster, creating a forum for international students, academics and graduates which enables them to explore the various professional fields and companies the city and region have to offer. The Federal Foreign Ministry awarded "Connecta" the "Prize for Excellent Care of Foreign Students".  
[www.uni-muenster.de/connecta](http://www.uni-muenster.de/connecta)

## **II. Living in Münster**

Starting life in a new city takes time and often courage. We would like to help you find your feet with information and tips regarding the housing market, registration formalities and electricity and water supplies.

### **II.1 Housing market**

Finding the perfect flat or dream house in a city requires patience and perseverance. Münster is no exception. The Municipal Housing Office is responsible for observing developments on the housing market. It provides

citizens with information about developments in rental prices and offers, promotes social residential projects and provides details of economic premises to let.

- Amt für Wohnungswesen/Municipal Housing Office, Stadthaus 2  
Ludgeriplatz 4 (entrance via the Südstraße)  
Tel. 02 51 / 4 92-64 02  
E-mail [wohnungsamt@stadt-muenster.de](mailto:wohnungsamt@stadt-muenster.de)
- Monday, Tuesday, Wednesday and Friday from 8 am – 12 pm, Thursday from 3 pm – 6 pm
- [www.muenster.de/stadt/wohnungsamt](http://www.muenster.de/stadt/wohnungsamt)

### Flat-hunting

The local newspapers, the "Westfälische Nachrichten" ([www.westfaelische-nachrichten.de](http://www.westfaelische-nachrichten.de)) and the "Münstersche Zeitung" ([www.muensterschezeitung.de](http://www.muensterschezeitung.de)) advertise the biggest selection of flats and houses for rent and for sale. The real estate sections in the Saturday and Wednesday editions are particularly comprehensive. The newspapers' housing advertisements are complemented by regional and national online accommodation portals. A selection: [www.immonet.de](http://www.immonet.de), [www.immowelt.de](http://www.immowelt.de), [www.immobilienscout24.de](http://www.immobilienscout24.de)

The majority of flats and houses in Germany are sold or rented in a non-furnished condition. Fully- or partially-furnished flats are the exception. In Münster, furnished single rooms are usually offered in shared flats (WGs). As the name suggests, these are flats or houses shared by several tenants. Shared flats are an inexpensive accommodation option and extremely popular with students. Many rooms in shared flats are advertised in the free event magazine "na dann", which appears every Wednesday. [www.nadann.de](http://www.nadann.de)

The large number of students makes finding a suitable rented flat particularly difficult at the beginning of the winter semester in September and October. Estate agents help prospective tenants during their search for a flat. If successful, the estate agent charges commission. This commission is paid by the individual who hired the estate agent initially. By law, this amount may not exceed two months' rent plus VAT. The ancillary costs (heating, electricity, waste disposal etc.) are not taken into account in the calculation of the monthly rent.

### Accommodation costs

Offers and prices can differ greatly. In Münster, rental prices excluding ancillary costs lie between 5.20 and 8.20 euros per square metre of living space, depending on the flat's age, location and fittings. The price may even exceed the above amount in exceptional cases. The rent index, which is reissued every two years, provides more precise information here. This can

be checked online. A printed copy is also available at the Municipal Housing Office.

[www.muenster.de/stadt/wohnungsamt/mietspiegel.html](http://www.muenster.de/stadt/wohnungsamt/mietspiegel.html)

Tenants and buyers should on no account underestimate the additional costs charged for heating, electricity, waste disposal and possibly insurance. These ancillary costs have increased significantly in recent years as a result of increasing electricity prices, and are sometimes as high as a third of the basic rental price – and above. This is why the ancillary costs are now often referred to as the “second rent” in Germany.

Rental deposits or guarantee payments are both permitted and customary, and are independent of the rental commission charged by estate agents. The deposit may amount to up to three months’ rent, and is returned to the tenant upon departure, provided that he or she returns the flat to the landlord in a flawless condition.

Anyone buying a flat or house should remember that the purchase price is inflated by up to an additional ten per cent in taxes, charges, legal and notarial costs.

### Council flats

As is the case with the majority of cities and communities, Münster offers its citizens a number of inexpensive flats, so-called council flats. As this accommodation is subsidised with state funds, the rent is regulated by law. At present, the basic rent per square metre of living space in new council flats is 4.85 euros. Those wishing to apply for a council flat must be in possession of a certificate of eligibility for public housing (Wohnberechtigungsschein), which can be obtained from the Municipal Housing Office. In order to obtain a certificate of eligibility, citizens must prove that their earnings do not exceed a stipulated level. They must also fulfil other prerequisites. Foreign citizens also require a valid residence permit in order to apply for a council flat, for example.

It may take some time for the Municipal Housing Office to allocate applicants council flats. This is because an increasing number of people are dependent on flats of this nature, something which results in long waiting lists for certain sizes of flat.

As an additional service, the Municipal Housing Office has also drawn up a list of commission-free rental and real estate agents, which is published in its brochure entitled "Living Economically in Münster".

[www.muenster.de/stadt/wohnungsamt/pdf/preiswert\\_wohnen.pdf](http://www.muenster.de/stadt/wohnungsamt/pdf/preiswert_wohnen.pdf)

The brochure entitled “Flat-hunting tips for students” is another useful

source during the search for a suitable flat.

[www.muenster.de/stadt/wohnungsamt/pdf/Wohnungsinfo\\_Studenten.pdf](http://www.muenster.de/stadt/wohnungsamt/pdf/Wohnungsinfo_Studenten.pdf)

### Housing benefit

Low-income households may be entitled to housing benefit, i.e. financial support with rental payments. The Municipal Housing Office is also responsible for granting benefits of this kind.

[www.muenster.de/stadt/wohnungsamt/wohngeld.html](http://www.muenster.de/stadt/wohnungsamt/wohngeld.html)

## II.2 Registration formalities

Those moving to Münster are bound to settle in soon. However, new citizens from EU member states should not forget to perform certain important formalities, which can be completed quickly and easily at the Citizen's Advice Bureau. Those moving to Münster from non-EU states require a certificate regarding their residence status. This subject is dealt with in more detail in the next section.

### Registration in Münster

- Amt für Bürgerangelegenheiten – Bürgerbüro Mitte (Citizens' Affairs Office – Central Office), Stadthaus 1, Klemensstraße 10  
Tel. 02 51 / 4 92-33 33  
E-mail [buengerbuero-mitte@stadt-muenster.de](mailto:buengerbuero-mitte@stadt-muenster.de)  
[www.muenster.de/stadt/buergeramt/citizens\\_office.html](http://www.muenster.de/stadt/buergeramt/citizens_office.html)
- Monday to Thursday from 8 am – 6 pm, Friday and Saturday from 8 am – 12 pm
- New citizens can also register themselves in the district administration offices and citizens' advice offices in the Hiltrup, Kinderhaus, Wolbeck, Roxel, Handorf, Gievenbeck, Gremmendorf and Coerde districts. The addresses and opening hours can be viewed at [www.muenster.de/stadt/buergeramt/citizens\\_office.html](http://www.muenster.de/stadt/buergeramt/citizens_office.html).

Registration must take place one week at the latest after arrival in Münster. The following documentation is required:

- Identity card or passport
- Form entitled “Registering with the registration authorities”. This form is available in the Citizens' Advice Bureau and from the Münster Information point in Stadthaus 1. It can also be downloaded online at [www.muenster.de/stadt/buergeramt/registration\\_formalities.html](http://www.muenster.de/stadt/buergeramt/registration_formalities.html).

Registration permits can only be issued personally for reasons of data protection. In the event that a third party performs the registration process, he or she must produce a genuine power of attorney signed by the applicant.

Those moving again within the city are obliged to report any change of address to the Citizens' Advice Bureau:

[www.muenster.de/stadt/buergeramt/change\\_address\\_ms.html](http://www.muenster.de/stadt/buergeramt/change_address_ms.html).

Those leaving both Münster and Germany and returning to their home countries must also report their departure:

[www.muenster.de/stadt/buergeramt/deregistration.html](http://www.muenster.de/stadt/buergeramt/deregistration.html).

### Radio and television registration

Numerous public television and radio stations can be received in Münster, either via antenna, cable or satellite. These are predominantly financed via the radio licence fees paid by viewers and listeners. All those in possession of a television or radio are therefore obliged by law to register themselves with the "Gebühreneinzugszentrale" (GEZ, or Central Radio and Television Toll Collecting Agency). It is possible to fill in applications at the Citizens' Affairs Office when completing the usual registration process. Online applications can be made at: [www.gez.de](http://www.gez.de). The monthly fees for television and radio are currently set at 17.98 euros (5.76 euros for a radio). It is possible to obtain a fee exemption in certain cases. Applicants can obtain further information from the GEZ by calling its service telephone number (0 1 80 / 5 01 65 65).

### Car registration

Those bringing their cars to Münster are obliged to register it in the city and to obtain MS car registration plates. The vehicle registration office is responsible in these cases.

- Kfz-Zulassungsstelle (vehicle registration office), Rudolf-Diesel-Straße 5-7  
Tel. 02 51 / 4 92-35 10  
E-mail [kfz-zulassung@stadt-muenster.de](mailto:kfz-zulassung@stadt-muenster.de)  
[www.muenster.de/stadt/kfz](http://www.muenster.de/stadt/kfz)
- Monday to Wednesday from 8 am – 3:30 pm, Thursday from 8 am – 6 pm, Friday from 8 am – 12 pm

The following documentation is required in order to officially register the vehicle's change of location:

#### **in the case of vehicles registered in Germany / with German number plates:**

- Registration at the local public office
- Identity card or passport belonging to the registered keeper of the vehicle
- In the case of non-EU citizens: residence permit
- vehicle registration certificate, parts I and II

- In the case of old vehicle registration documents: vehicle registration documents (“Fahrzeugbrief” and “Fahrzeugschein”) or document confirming that the previous vehicle registration has been cancelled
- Proof of third party insurance via the submission of the seven-figure insurance confirmation number; this combination of numbers and letters (e.g.: H7FX5A3) allows the vehicle registration office to view an electronic insurance confirmation document stored in a database
- Written proof that the vehicle has undergone an exhaust inspection
- Main inspection report (TÜV (Technical Inspection Authority), DEKRA, GTÜ etc.)
- Direct debit authorisation for vehicle tax
- In the case that the vehicle is registered by a third party: power of attorney and identity card belonging to the authorised individual
- Car number plates (only in the case of a registered vehicle)

**in the case of vehicles registered abroad:**

- Registration at the local public office
- Identity card or passport belonging to the registered keeper of the vehicle
- In the case of non-EU citizens: residence permit
- direct debit authorisation for vehicle tax
- proof of third party insurance via the submission of the insurance confirmation number (IC number), which can be obtained from the vehicle insurance company

The following documents are also required in the case of vehicles previously registered in EU countries:

- Foreign vehicle registration certificates – part I and possibly part II; COC (Certificate Of Conformity)
- If the vehicle is more than three years old: main inspection and exhaust inspection certificates (TÜV (TIA), DEKRA or GTÜ)
- contract of sale or invoice

The following documents are also required in the case of vehicles previously registered in non-EU countries:

- Original foreign vehicle registration documentation and number plates
- TÜV (TIA) certificate in accordance with paragraph 21 of the Road Traffic Licensing Regulations
- Contract of sale or invoice
- Customs clearance certificate

Driving licence

The vehicle registration office also provides assistance in the case of queries regarding driving licences.

- For EU citizens: EU and EEA driving licences are also valid in Germany. However, the validity period may change after the holder takes up residence in Germany. As a general rule, these driving licences can be exchanged for a German driving licence with no additional driving examination.
- For non-EU citizens: Those taking up residence in Germany and in possession of a driving licence from a non-EU country may drive a vehicle for six months after their arrival. After this, the licence automatically expires. The vehicle registration office is on hand to answer any questions regarding the subsequent issue of a German driving licence, which may be associated with a driving examination.

### Applying for a residents' parking permit

Life in the city centre is attractive. However, parking spaces are often in short supply – for precisely this reason. Residents' parking permits significantly improve your chances of finding a parking space. This is why Münster is divided into parking zones:

[www.muenster.de/stadt/buergeramt/parking\\_zone.html](http://www.muenster.de/stadt/buergeramt/parking_zone.html).

All those whose main place of residence lies within a city centre parking zone and who do not have a garage or permanent parking space are entitled to apply for a residents' parking permit from the Citizens' Advice Bureau. Applicants must present their identity card or passport, and their vehicle registration documents.

Information: [www.muenster.de/stadt/buergeramt/parking\\_permit.html](http://www.muenster.de/stadt/buergeramt/parking_permit.html)

### **II.3 Residence permit**

Nationals from EU member states can register directly with the Local Public Office after moving to Münster. The Local Public Office forwards the requisite data to the Foreigners' Registration Office.

Other rules apply to citizens from non-EU countries. They require a certificate of residential status, in the event that they

- wish to work in Germany,
- wish to remain in Germany for a period which exceeds the duration of their visa or if they
- were able to enter the country without a visa and would like to stay longer than 90 days.

Besides a visa, a certificate of residential status may constitute a normal residence permit (Aufenthaltserlaubnis) or a second type of residence permit,

a so-called "Niederlassungserlaubnis", which is generally issued in the wake of a longer stay.

The Residence Act stipulates precisely when a residence permit may be issued. This is the case in the event of the following:

- that the individual in question is offered a post of employment (see chapter IV.5. "Job market"),
- for training purposes,
- to unite a family or
- on humanitarian grounds.

The Foreigners' Registration Office is responsible for applications of this type, and is available to provide assistance with all questions regarding the certificate of residential status.

- Amt für Ausländerangelegenheiten (Foreigners' Registration Office),  
Stadthaus 2, Ludgeriplatz 4  
Tel. 02 51 / 4 92-36 36  
E-mail [auslaenderamt@stadt-muenster.de](mailto:auslaenderamt@stadt-muenster.de)  
[www.muenster.de/stadt/auslaenderangelegenheiten/en/home.html](http://www.muenster.de/stadt/auslaenderangelegenheiten/en/home.html).
- Monday to Friday from 8 am – 12 pm, Thursday afternoons from 3 pm – 6 pm  
[www.muenster.de/stadt/auslaenderangelegenheiten/pdf/residence-permit.pdf](http://www.muenster.de/stadt/auslaenderangelegenheiten/pdf/residence-permit.pdf)  
[www.muenster.de/stadt/auslaenderangelegenheiten/pdf/residence-extension.pdf](http://www.muenster.de/stadt/auslaenderangelegenheiten/pdf/residence-extension.pdf)

Those applying for a certificate of residential status can save themselves a trip to the Local Public Office, as the Municipal Immigration Office (Ausländeramt) takes delivery of the application for the new place of residence and forwards it to the Local Public Office.

A valid passport, a passport photograph, a proof of employment or a financial guarantee must be submitted along with the application for a certificate of residential status. The Municipal Immigration Office may require additional documentation. This will be clarified during the application process.

It is important to apply for or extend a certificate of residential status in a prompt manner. In the event that a visa or existing residence permit expires, it may not be possible to obtain a new one.

#### Residence permit for students and language course participants

Students and language course participants who would like to apply for or extend an existing residence permit should also consult the Foreigners' Registration Office. The following documentation is required:

- a valid passport,
  - a passport photo
- in addition to proof of
- health insurance,
  - documentation confirming admission to a degree course or preparatory course or a valid certificate confirming participation in a language course and
  - a financial guarantee: a formal letter of intent from a “sponsor” is recognised, for example, in which the individual confirms that he or she will finance the applicant for the duration of their stay. Those without a declaration are obliged to submit a savings book for inspection, and must fulfil a range of special requirements. The Foreigners’ Registration Office will be pleased to provide applicants with more detailed information.

The residence duration is limited. This amounts to:

- a maximum of two years for study preparation with language course and preparatory course.
- in the case of a subject-based degree course, the issue of a residence permit depends on the average time taken to complete the course in question. This may amount to a maximum of the average length of studies, plus three semesters.
- a maximum of twelve months for a private language course with a minimum of 18 teaching hours per week.

In principle, it is not usually possible to change subjects by law. The Foreigners’ Registration Office determines whether exceptions are possible on a case-by-case basis.

Many students wish to earn money during their studies. Foreign students’ employment eligibility and the extent to which such employment is permitted is recorded in the residence permit.

#### Residence permits for visiting academics

Visiting academics require the following documentation in order to apply for a certificate of residential status:

- a valid passport,
- a passport photo and
- their contract of employment or grant confirmation.

Family members travelling to Münster also require their own residence permit. It is thus also necessary to bring the spouse’s and children’s passports and proof of financing (the contract of employment or grant

confirmation suffices in this instance). A marriage certificate may also be required.

#### **II.4 Residential electricity and water supplies**

The "Stadtwerke Münster" is the all-round supplier of all types of energy (electricity, natural gas, district heating) and drinking water.

Stadtwerke Münster GmbH

Hafenplatz 1

Service hotline 0180 2000 750

E-mail [privatkunden@stadtwerke-muenster.de](mailto:privatkunden@stadtwerke-muenster.de)

[www.stadtwerke-muenster.de](http://www.stadtwerke-muenster.de)

Monday to Friday from 8 am – 6 pm

All those moving into a flat or house should register their electricity and water requirement. The "Stadtwerke" provide a form for applicants which should be used to register not only name, address and moving date, but also the electricity, natural gas, district heating and water readings. This is important in order to ensure that new residents pay only for the electricity and drinking water which they have actually used. New residents are obliged to inform the "Stadtwerke" of the meter readings within three days of moving in.

Those moving out are also required to inform the "Stadtwerke" of the final meter readings. And anyone moving within the city must inform the "Stadtwerke" of their change of address so that their old details can be replaced with the new ones.

It is possible to register and de-register directly at the "Stadtwerke" in the service centre on Hafenplatz 1, or to complete the processes online via your home computer. The convenient online service provides 24-hour access to a wide range of "Stadtwerke" services.

[www.stadtwerke-muenster.de/onlinecenter/index.php](http://www.stadtwerke-muenster.de/onlinecenter/index.php)

#### **II.5 Waste management**

The Germans enjoy a reputation as World Champion waste separators. In addition to recyclable materials such as paper, metal and glass, organic waste and packaging is also collected separately from the remaining waste. This approach aims to minimise waste and conserve reserves of raw materials.

## Waste separation

In Münster, the “three bins one sack system” applies, in conjunction with bottle banks and recycling centres. Münster uses the grey residual waste bin, the brown organic waste bin, the blue paper bin and the “Gelbe Sack “ (yellow bag) for packaging. Residual waste, paper and yellow bags are removed every two weeks, and the organic waste bin is emptied on a weekly basis. Pick up times for household waste in the city’s various districts can be found on the disposal calendar. Münster's waste management services (AWM) perform the removal of residual and organic waste and paper:

AWM

Rösnerstraße 10

Tel. 02 51/60 52 53

E-mail [awm@stadt-muenster.de](mailto:awm@stadt-muenster.de)

[www.awm.muenster.de](http://www.awm.muenster.de)

In the case of problems with the yellow bag, residents should call the hotline on: Tel. 0800–122 32 55.

Written information regarding waste disposal issued by the waste management services is available from the Münster Information Point (ground floor, Stadthaus 1), the district administration offices and the district citizens' advice offices. It can also be ordered online.

[www.muenster.de/stadt/awm/publ.html](http://www.muenster.de/stadt/awm/publ.html)

Information leaflets regarding waste separation are also available in several foreign languages.

### A brief guide to waste separation

- Grey residual waste bin: light bulbs, hygiene products, cat litter, refuse, sticking-plasters, china, vacuum cleaner bags, nappies, toothbrushes, cigarette ends and cigarette ash
- Brown organic waste bin: kitchen and food waste such as bread and cake leftovers, egg shells, coffee filter papers, fruit and vegetables (including citrus fruits), flowers, leaves, grass cuttings
- Blue paper bin: cardboard files, writing paper and envelopes, books, egg boxes, magazines, cardboard boxes, paper and cardboard packaging, newspapers
- Yellow bag: metal packaging (cans, crown caps), synthetic packaging (clingfilm, foam packaging, yoghurt pots, polystyrene) and composites (milk and fruit juice cartons or tetra packs, frozen food packaging)
- Recyclable glass: This should be separated by colour and placed in the bottle banks located all over the city.

### Recycling centres

Recyclable and bulky goods and problem waste from private households are accepted free of charge at ten recycling centres throughout Münster. A fee is charged for the submission of residual waste.

### Bulky goods

Once a month, bulky household objects such as furniture, carpets and garden waste (placed in a municipal garden waste bag or tied up) are collected by the bulky goods disposal service. Large electronic devices are collected upon request. It is possible to make an appointment using a collection card in the disposal calendar, or online at [www.awm.muenster.de](http://www.awm.muenster.de)

### Ordering waste containers

The waste management services provide all premises with the required containers upon request. Bins holding between 35 and 1,100 litres are available. The waste management services estimate that each individual generates at least 15 litres of residual and organic waste per week. Each household is obliged to use a residual waste bin. Those who prefer to compost their organic waste independently can apply for an organic waste bin exemption. The paper bin is free of charge for private households. Only house-owners or landlords, and not tenants, are able to order or de-register waste bins.

## **II.6 Pets**

Pets are a part of everyday life in the eyes of many. Below is an overview of aspects which have to be taken into account by those who wish to import, register and keep domestic animals in the city.

### Importation

Bringing animals from non-EU countries into Germany requires official permission in many cases. In principle, European Community regulations apply to the importation of domestic animals (dogs, cats and ferrets). These regulations serve to prevent the introduction and spread of rabies. In order to avoid problems during the entry process, all pets from non-EU countries which are brought into the European Community must

- be clearly identified with a microchip or – until 2<sup>nd</sup> July 2011 —with a legible tattoo,
- be vaccinated against rabies in accordance with the regulations,
- be accompanied by an official veterinary certificate stating the microchip or tattoo number; vaccination documents and the possible results of a blood test should also be submitted.

In the case of pets entering Germany from a non-EU country in which there are instances of rabies or whose epidemic status is unknown (e.g. Turkey, Egypt, Morocco, Tunisia, Thailand or India), a blood test (rabies antibody test) should be carried out in an EC-authorized laboratory prior to departure. After the blood test is complete, pets must wait for a period of three months before being allowed into Germany.

Problems will arise at the first EC border in the event that these requirements are not fulfilled. In these cases, pets may be sent back to the country of origin by the government veterinary surgeon, or kept in quarantine for several months. They may even be put to sleep under certain circumstances. The following legal guidelines apply specifically to dogs: so-called "dangerous dogs", e.g. pitbull terriers, American Staffordshire terriers, Staffordshire bull terriers, bull terriers and all cross-breeds may not enter Germany.

Information:

Veterinär- und Lebensmittelüberwachungsamt der Stadt Münster (Münster Veterinary and Food Regulation Office)

Tel. 0 25 34 / 9 71-3 01

E-mail [veterinaeramt@stadt-muenster.de](mailto:veterinaeramt@stadt-muenster.de)

### Dog licence fee

All dog owners are obliged to pay a dog licence fee. This is one of the oldest types of tax in Germany, which can be traced back to the 15th century. This tax aims to control the number of dogs in cities. Dog registration and de-registration forms can be obtained from the Citizens' Affairs Office and the Finance and Investments Office.

[www.muenster.de/stadt/finanzen/hundesteuer.html](http://www.muenster.de/stadt/finanzen/hundesteuer.html)

### Living with pets

All those living in rented accommodation are strongly advised to ask the landlord before purchasing a pet. This can save considerable trouble, as not all landlords tolerate dogs or cats on their premises.

Dogs must be kept on leads in the city, in public parks and green spaces and in woods away from designated paths. In Münster, dogs may run free away from built-up areas. This also applies to the bank of the Dortmund-Ems canal, the western part of Lake Aa and the Wienburg Park.

Information:

Ordnungsamt (Municipal Public Order Office), Stadthaus 1, Klemensstraße 10

Tel. 02 51/4 92-32 21

E-mail [ordnungsamt@stadt-muenster.de](mailto:ordnungsamt@stadt-muenster.de)  
[www.muenster.de/stadt/ordnungsamt](http://www.muenster.de/stadt/ordnungsamt)

### III. Transport

There are many ways to reach Münster – by air, rail and road, to name but a few. Münster also enjoys an efficient infrastructure. The bicycle is the most frequently used and quickest means of urban transport. The bus route network is well-connected, and all city districts have good transport links. Car drivers will find multi-storey and underground car parks in the city.

#### III.1 Münster/Osnabrück Airport (FMO)

Over 1.5 million people take off from the FMO airport on an annual basis, for a variety of purposes, with holidays to Majorca, shopping trips in London or business meetings in Munich being just a few.

The airport information service can be reached around the clock on:  
Tel. 0 25 71 / 94 33 60.

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

#### Destinations

FMO airport offers direct flights to German destinations and major European cities such as London, Vienna, Venice and Rome with no stopovers. Some airlines also fly directly to holiday destinations such as Palma de Mallorca and Antalya. Passengers from Münster also have access to international destinations via the major airports in Berlin, Frankfurt and Munich. Münster/Osnabrück is thus a convenient starting-point for journeys to New York, Cape Town, Bangkok or Sydney. Plans are afoot to extend the airport's runway to 3,000 and later to 3,600 metres, with the result that direct flights to many intercontinental destinations will be possible in future.

#### Reservations

Flights from Münster/Osnabrück can be booked directly online:  
[reiseportal.flughafen-fmo.de/microsites/fh\\_muenster](http://reiseportal.flughafen-fmo.de/microsites/fh_muenster)

#### Check-in

Passengers on scheduled flights should check in 30 minutes at the latest prior to departure, while those on holiday flights should arrive at the check-in counter 90 minutes before the departure time. Information on checking in, baggage, security and duty free can be obtained online at:

[www.fmo.de/index.php?menu1=1&nid=1](http://www.fmo.de/index.php?menu1=1&nid=1)

## Directions

FMO airport is situated near the city of Greven to the North of Münster, approximately 25 minutes by car. Those travelling by car from Münster can reach the airport via the A1 motorway and the Greven exit. The airport provides parking for 7,500 cars.

Public transport: The S50 express bus service, D50 direct bus service and the R51 regional bus service transport passengers between Münster's main railway station and the airport terminal. Taxi firms and airport shuttles are also available for use.

[www.fmo.de/index.php?menu1=7&nid=24](http://www.fmo.de/index.php?menu1=7&nid=24)

## **III.2 Rail**

The main railway station is well-connected to the Deutsche Bahn (German Railways) rail network, with the result that travelling to important European urban centres and all major German cities is both quick and convenient. Regional rail transport companies supplement the range of services available in the Münsterland region.

### Timetables and tickets

Service centre mobilé on the Berliner Platz (opposite the main railway station):

Timetables, tickets and information

Monday to Friday from 7 am – 7 pm, Saturday from 9 am – 2 pm

[www.stadtwerke-muenster.de/fahrgaeste/service/service-zentrum-mobile.html](http://www.stadtwerke-muenster.de/fahrgaeste/service/service-zentrum-mobile.html)

Telephone information regarding buses and trains: 018 03 / 50 40 30

Deutsche Bahn AG

Service hotline: 0 18 05 99 66 33

Free timetable information: Tel. 08 00 / 1 50 70 90

Timetables and reservations online: [www.bahn.de](http://www.bahn.de)

Westfalenbahn GmbH

Münster-Rheine and Münster-Osnabrück regional railways

Tel. 05 21 / 55 77 77 55

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

Nordwestbahn GmbH

Münster-Warendorf-Bielefeld regional railway

Tel. 018 05 / 60 01 61

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

eurobahn

Regional trains between Münster–Dortmund, Münster–Hamm–Bielefeld and Münster–Hamm–Paderborn

Tel. 0 18 02 / 9 27 37 27

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

General information on local public rail services:

[www.muenster.de/stadt/stadtplanung/bus-bahn.html](http://www.muenster.de/stadt/stadtplanung/bus-bahn.html)

### Local and long-distance rail services

Passengers can use a variety of different types of railway service to reach their various destinations:

- The ICE intercity express service travels directly to Cologne, Frankfurt, Stuttgart, Munich, Bremen, Hamburg and Kiel on a daily basis.
- Intercity (IC) and eurocity (EC) trains connect Münster directly with many other destinations in Germany and abroad. European capitals such as Amsterdam, Brussels, Paris, Copenhagen and Warsaw can be reached conveniently with just a single change.

Regional express (RE) and regional railways (RB) offer an hourly service, linking Münster with destinations throughout North Rhine–Westphalia, Osnabrück and Emden in Lower Saxony and Enschede in the Netherlands. Many of these trains also stop at other stations in Münster, including the Zentrum Nord (North Centre), Hilstrup, Albachten, Amelsbüren, Sprakel and Häger.

### **III.3 City buses, ÖPNV (regional public transport)**

The “Stadtwerke Münster“ and their partners complete 100,000 journeys throughout the “Münsterland transport community” on a daily basis. Around 20 city bus routes link the various districts with the inner city, while the city express, taxi bus and night buses supplement these services around the clock. Destinations within the Münsterland region are also accessible by bus.

#### Timetables, tickets and information

Service centre mobilé on the Berliner Platz (opposite the main railway station):

Monday to Friday from 7 am – 7 pm, Saturday from 9 am – 2 pm

[www.stadtwerke-muenster.de/fahrgaeste/service/service-zentrum-mobile.html](http://www.stadtwerke-muenster.de/fahrgaeste/service/service-zentrum-mobile.html)

Telephone information: 018 03 / 50 40 30

City bus, city express, taxi bus: For timetables, please see

<http://www.stadtwerke-muenster.de/fahrgaeste/downloadcenter/index.html>

## Tickets

A range of different tickets is available: single tickets, tickets valid for four journeys, day tickets for individuals and groups (valid from 9 am onwards), weekly and monthly tickets. It is even possible to have the ticket sent to you as a “mobile ticket” via your mobile phone for journeys within Münster.

Tickets can be purchased on the bus, at ticket machines and at advance ticket offices. Important: bus and rail tickets must be stamped at the ticket machines. Anyone travelling without a stamped ticket is deemed a fare-dodger and is fined 40 euros if caught.

## Bus services

- City bus and city express  
The "Stadtwerke" promise “a bus every ten minutes“ at many bus stops. As several bus routes use the most important traffic arteries, passengers never have to wait long for buses on weekdays. Otherwise, city buses usually run every 20 minutes, with a half-hourly service at weekends.  
The city express also runs on some routes at peak travel times in the morning and afternoon, but does not stop at all bus stops. All buses stop at the main railway station. Other important stops on the city and city express bus routes are the Ludgeriplatz, the Altstadt/Bült and the Aegidiimarkt.
- Taxi bus  
Münster’s outlying districts are also linked by taxi buses. These travel according to a fixed timetable, but run only in the event that a telephone reservation is made half an hour before the scheduled departure.
- Night bus  
Night buses run from 9 pm to after 1 am, with an all-night service at weekends. Taxi buses guarantee direct, almost door-to-door connections.
- Bus services in the Münsterland region  
The entire Münsterland region is linked via regional, express and sprinter buses and the regional night bus, with services usually running every 60 or 30 minutes.
- Combining buses and taxis  
First bus, then taxi: this is possible via the taxi-call service. Bus drivers can order taxis for passengers, which collect them at the bus stop and take them home. Those wishing to use this service should tell the bus driver their name and the bus stop from which they wish to be collected, when boarding the bus.
- Ladies’ night taxi  
Bus drivers can order the ladies' night taxi for female passengers aged

14 years and above, who wish to travel home in the evenings by taxi after completing their bus journeys. The "Stadtwerke" cover the costs of the taxi's outward journey. This service is available from April to September from 8 pm and from October to March from 6 pm.

### III.4 Taxis

There are taxi ranks at the main railway station and at many other locations in Münster. Anyone wishing to order a taxi should call the

- Taxi-Zentrale Münster (Münster Taxi Exchange)  
Tel. 02 51 / 6 00 11  
If calling from the Hilstrup and Amelsbüren districts please dial: Tel. 65 55.  
Online reservations: [www.taxizentrale-muenster.de](http://www.taxizentrale-muenster.de)
- Taxiruf Münster (Münster Taxi Call)  
Tel. 02 51 / 2 55 00  
Online reservations: [www.taxi-muenster.de](http://www.taxi-muenster.de)

The fare level is set in advance. The drivers switch on the fare display indicator during journeys within the city. Taxi firms offer fixed prices for journeys outside the city, e.g. to the airport. Passengers have a free choice of taxi, e.g. it is not necessary to board the first vehicle waiting at the taxi rank.

The taxi firms also provide other services, including a courier service, invalid transport and even a shopping service. They are also happy to help in other cases. If your car breaks down, for example, taxi drivers will get it back on the road in no time with a jump lead.

### III.5 Bicycles

Münster is a city of bicycles, and the "Leeze", as it is known in Münster dialect, is the most frequently used means of transport. Bicycles constitute 37.6 per cent of traffic in Münster. In 2007, the amount of vehicle traffic fell to 36.4 percent, making it lower than the bicycle traffic statistics for the first time. These statistics are unique in Germany. The bicycle network is extremely well signposted with red and white signs.

- For an initial overview of the cycle path network and the traffic regulations for cyclists, please visit:  
[www.muenster.de/stadt/stadtplanung/radverkehr.html](http://www.muenster.de/stadt/stadtplanung/radverkehr.html)
- Bicycle maps are available in bookshops and from the Münster Information Point, which is located in Stadthaus 1, Heinrich-Brüning-Straße 9.

### Bicycle parking options

Visitors and new citizens alike are often amazed at the endless rows of bicycles parked at the main railway station and in the Old Town. Those parking bicycles should ensure that pavements and slip roads are not obstructed in the process. Cyclists can make use of two bicycle parks to ensure that their two-wheelers are stored safely during their absence. Bicycle repair and rental services are also available at these unique facilities.

- Radstation Münster (Münster Bicycle Station), Berliner Platz 27a (in front of the main railway station)  
Germany's largest multi-storey bicycle park, with 3,300 parking spaces.  
Tel. 02 51 / 4 84 01 70  
[www.muenster.de/stadt/radstation](http://www.muenster.de/stadt/radstation)
- Radstation Münster-Arkaden (Münster Arcades Bicycle Station), Königsstraße 7.  
Tel. 02 51 / 7 03 67 90

### Purchasing bicycles

The correct bicycle is essential in order to ensure that cycling is fun, comfortable and safe. Tips on tailoring bicycle size to height and choosing the correct equipment can be obtained from: [www.adfc.de](http://www.adfc.de)  
Specialist dealers in over 60 bicycle stores are on stand by with moral and practical support. Second-hand bicycles are also auctioned on a regular basis at discounted prices.

Information and auction dates:

Citizens' Advice Bureau

Tel. 02 51 / 6 06 88 46

E-mail [fundbuero@stadt-muenster.de](mailto:fundbuero@stadt-muenster.de)

[www.muenster.de/stadt/buergeramt/fund-versteigerungen.html](http://www.muenster.de/stadt/buergeramt/fund-versteigerungen.html)

Those wishing to purchase second-hand and new bicycles online should visit: [www.leeze24.de](http://www.leeze24.de)

### Bicycle rental

Bicycles can be rented from bicycle stations, many bicycle dealers and other suppliers. A list of rental points and prices is available at:

[www.muenster.de/stadt/tourismus/en/city-of-bikes.html](http://www.muenster.de/stadt/tourismus/en/city-of-bikes.html)

[www.muenster.de/stadt/tourismus/en/bike-rental.html](http://www.muenster.de/stadt/tourismus/en/bike-rental.html)

### Cycling code

- Cycle paths or lanes are a staple feature of main roads in and around Münster. These also link all the city districts with the inner city.

- There are also special traffic light signals for cyclists at crossroads. Cyclists are frequently guided over main junctions with their own "green light periods" and "cycle bridges".
- The promenade is an attractive avenue for cyclists and pedestrians which encircles the Old Town.
- The general speed limit in residential areas is 30 km per hour. This promotes the orderly co-existence of all road users and increases quality of life in built-up areas.
- In contrast to car drivers, cyclists may ride in both directions on "artificial one-way streets" which are marked as such. However, those caught cycling in the wrong direction on genuine one-way streets are obliged to pay a 15 euro fine.
- Cyclists may use the bus lane on combined bus and cycle lanes, e.g. by the main railway station.
- As a rule, pedestrian zones are opened for cycle traffic at night. Signs inform cyclists of the precise access times. Bicycles should be pushed outside these times. Those who cycle in pedestrian zones during the daytime should reckon with a possible 10 euro fine.
- Cyclists have priority over car drivers on cycle routes. However, it is necessary to show consideration for others here, too.

#### In the case of traffic violations

Cyclists have no airbag and are vulnerable if involved in a collision. These facts alone constitute good reasons for cyclists to comply with traffic regulations – for their own safety. Traffic violations are punished by fines. Here is an excerpt from the "price list":

Cycling along cycle paths in the wrong direction:	15 euros
Using a mobile phone while cycling:	15 euros
Cycling with headphones or ear plugs:	10 euros
Cycling "hands-free":	10 euros
Cycling through a red light:	25 euros
Cycling without a bell or a rear reflector:	10 euros
Cycling at night without lights:	10 euros
Cycling through a red light after over a second has passed:	125 euros, 4 points and one month's driving ban
Cycling with a blood alcohol level of 1.6:	disqualification from driving

### III.6 Cars

Driving in Münster is not particularly stressful, despite the fact that the city attracts a lot of traffic. There is good road access to the city for visitors, parking is convenient and it is also easy to register your own vehicle. Car-sharing is a practical and inexpensive alternative to keeping your own car.

- Information online: Directions, street plan, multi-storey car parks, parking guidance system, vehicle registration:  
[www.muenster.de/auto.html](http://www.muenster.de/auto.html)
- For information in English, go to:  
[www.muenster.de/stadt/tourismus/en/arrival.html](http://www.muenster.de/stadt/tourismus/en/arrival.html)
- Information and street plans: The Münster Information Point in Stadthaus 1 and in the historic Town Hall on the Prinzipalmarkt  
Tel. 02 51 / 4 92-27 10

### Arrival

Münster can be reached conveniently by car: those travelling from the Ruhr district and the Rhineland should take the motorways A1 and A43 to the Münster-Süd junction (Münster-South), while those approaching from Bremen and Hamburg should take the A1 to the Münster-Nord junction (Münster-North). A and B roads also lead into and through the city from all directions.

[www.muenster.de/stadt/tourismus/en/arrival.html](http://www.muenster.de/stadt/tourismus/en/arrival.html)

### Parking

A parking guidance system is available, which helps visitors to find parking spaces. There are seven multi-storey and underground car parks in the Old Town and near the main railway station, and another two at the Cineplex cinema and Stadthaus 3, near the Halle Münsterland. A selection of parking spaces is also available for long-stay visitors. The main inner city car park, with space for over 900 cars, is located on the Hindenburgplatz, in front of the Palace.

- Parking guidance system displaying the number of available parking spaces and their locations:  
[www5.stadt-muenster.de/parkhaeuser/](http://www5.stadt-muenster.de/parkhaeuser/)
- Information on multi-storey car parks, opening hours, parking charges and long-stay visitors is available from the:  
Westfälische Bauindustrie  
Tel. 02 51 / 97 23 20  
E-mail [info@wbi-muenster.de](mailto:info@wbi-muenster.de)  
[www.wbi-muenster.de](http://www.wbi-muenster.de)

### Car registration and driving licences

The vehicle registration office is on hand to answer questions regarding vehicle registration and driving licences.

- Kfz-Zulassungsstelle (vehicle registration office), Rudolf-Diesel-Straße 5-7  
Monday to Wednesday from 8 am - 3:30 pm, Thursday from 8 am - 6

pm, Friday from 8 am – 12 pm  
Tel. 02 51 / 4 92-35 10  
E-mail [kfz-zulassung@stadt-muenster.de](mailto:kfz-zulassung@stadt-muenster.de)  
[www.muenster.de/stadt/kfz/](http://www.muenster.de/stadt/kfz/)

- cf. also information on page 26f

### Car-sharing

Car-sharing is a practical and inexpensive alternative to running your own car. “Stadtteilautos”, or short-term rental vehicles, are available from a range of service points across the city for shopping purposes, weekend trips, removals or holidays. The benefits: users have nothing to do with the cars’ insurance, maintenance or cleaning.

- Stadtteilauto Münster  
Tel. 02 51 / 38 32 30  
E-mail [info@stadtteilauto.com](mailto:info@stadtteilauto.com)  
[www.stadtteilauto-muenster.de](http://www.stadtteilauto-muenster.de)
- Registrations can also be made every Monday and Thursday from 4 pm – 7 pm at the service centre mobilé opposite the main railway station.

## **IV. Education, school, training, studying, work**

Experience shows that foreign citizens planning a longer stay in their host country integrate more quickly if they make educational, training or working arrangements at an early stage. An overview of childcare services, the school system, further training options and the job market follows below.

### **IV.1 Day care for children**

Reliable day care for children is an important factor for those planning to combine family and employment. Münster offers a wide range of children’s day care and nursery facilities.

#### Services for pre-school children

Children’s day care facilities are designed for children under three years of age and those aged between three and six, when children usually start school in Germany. Children aged three have a legal right to a place in or an opportunity to attend day care facilities until they start school. Different kinds of groups and care times exist.

Parents are required to make financial contributions in return for their child's attendance at a day care facility. This contribution depends on the parents’ income, the age of the child, the form of care and the length of care provided each day. In the event that several children from a single family require

different forms of care simultaneously, parents only pay fees for one child (see also costs payable in the case of the open all-day schools).

Those looking for a place in a day nursery are advised to approach the city's Family Office as a first step. This office can help parents to find a suitable solution or contact partner to help deal with their particular care requirements. Employees can retrieve information regarding free nursery school places throughout the city via a special database. However, the care institutions themselves make the final decision regarding the children's admission.

In the event that families require, or desire, a daily carer at home, the Family Office will be happy to contact the children's day care advisory service.

Amt für Kinder, Jugendliche und Familien, – Familienbüro (Office for Children, Young Adults and Families, – Family Office), Junkerstraße 1  
Tel. 02 51 / 4 92-51 08

E-mail [familienbuero@stadt-muenster.de](mailto:familienbuero@stadt-muenster.de)

[www.muenster.de/stadt/jugendamt](http://www.muenster.de/stadt/jugendamt)

- Monday to Friday from 9 am – 12 pm, Thursday afternoons from 2:30 pm – 6 pm and by arrangement
- Information on children's day care institutions can be found at: [www.muenster.de/stadt/jugendamt/kita\\_info.html](http://www.muenster.de/stadt/jugendamt/kita_info.html)

### Services for school children

Many schools continue to provide care for children after teaching hours. This is the case both in primary and secondary schools (junior and intermediate secondary schools and senior high schools (grammar schools)). Some schools also provide pupils with a lunch service.

The majority of primary schools are so-called "Offene Ganztagsgrundschulen" ("open all-day primary schools"). Here, the children can do their homework under supervision after the lunch break, and can then play with the other children and participate in sports, games and other activities, which range from football, volleyball and swimming to pottery, theatre and video clubs, cookery or library visits. Participation in these activities is voluntary.

Some schools, including the comprehensive school and some special schools and junior secondary schools, are "genuine" all-day schools, e.g. those where afternoon teaching is also provided. The city's school database provides parents with more detailed information:

[www5.stadt-muenster.de/schulen](http://www5.stadt-muenster.de/schulen)

Parents make an income-based contribution to the costs of all-day school care. They are only obliged to pay fees for one child, even in the event that they have several children (please see the section on care in a children's day

care facility). The financial contribution towards lunch is extra; this is paid directly to the school in question and amounts to between 2.30 and 3.50 euros per day and child. Low-income families can apply for an allowance from the School and Further Education Office.

[www.muenster.de/stadt/jugendamt/kita\\_schule-kosten.html](http://www.muenster.de/stadt/jugendamt/kita_schule-kosten.html)

Children attending open all-day primary schools can also be registered for an all-day holiday care service for up to six weeks during the school holidays. No additional charges are made for this service. These holiday clubs are organised by a range of institutions including the city of Münster, sports clubs and youth support associations.

- Information on in-school care:  
Amt für Schule und Weiterbildung (School and Further Education Office), Annette Fehre and Regina Rostamdel  
Stadthaus 1, Klemensstraße 10  
Tel. 02 51 / 4 92-40 59 or -40 49  
E-mail [schulamt@stadt-muenster.de](mailto:schulamt@stadt-muenster.de)  
[www.muenster.de/stadt/schulamt/ganztag.html](http://www.muenster.de/stadt/schulamt/ganztag.html)
- Information on school care at the open all-day primary schools:  
Amt für Kinder, Jugendliche und Familien (Office for Children, Young Adults and Families)  
Hafenstraße 30  
Tel.: 02 51 / 4 92-58 84 oder -51 43  
E-mail [Mentrup@stadt-muenster.de](mailto:Mentrup@stadt-muenster.de), [SchildK@stadt-muenster.de](mailto:SchildK@stadt-muenster.de)
- Information on holiday care for primary school children:  
Amt für Kinder, Jugendliche und Familien (Office for Children, Young Adults and Families) Gertrud Weber-Neander  
Hafenstraße 30  
Tel. 02 51 / 4 92-58 64  
E-mail [WeberNeander@stadt-muenster.de](mailto:WeberNeander@stadt-muenster.de)

### Services for all children

Those parents with doctor's appointments or who wish to shop in peace in the city centre can take advantage of the childcare service (available for a maximum of three hours per day) provided in the "Maxi-Turm", which is centrally located on the Prinzpalmarkt, next to the Town Hall. There is no need to register children in advance. The "Maxi-Turm" is designed for children aged between five and ten years of age, and is open from Mondays to Fridays from 2 pm to 6 pm and on Saturdays from 10 am to 6 pm. In summer, a sandy play area is set up on the Syndikatplatz in the city centre for families with young children.

[www.muenster.de/stadt/kinderbuero/maxi.html](http://www.muenster.de/stadt/kinderbuero/maxi.html)

## IV.2 School education

In Germany, children are usually obliged to attend school for at least ten years. The Municipal School and Further Education Office is on hand to help parents select the correct school, and also provides advice regarding school-related problems and details of intercultural services.

Amt für Schule und Weiterbildung (School and Further Education Office)  
Stadthaus 1, Klemensstraße 10  
Tel. 02 51 / 4 92-40 01  
E-mail [schulamt@stadt-muenster.de](mailto:schulamt@stadt-muenster.de)  
[www.muenster.de/stadt/schulamt/](http://www.muenster.de/stadt/schulamt/)

### School system

In Germany, the various Federal States are responsible for the way in which school education is organised. The North Rhine-Westphalian school system applies in Münster. School education starts with primary school (primary level), or school years one to four. After these first four school years, the children progress to secondary education (secondary levels I and II), namely to junior secondary school ("Hauptschule"), intermediate secondary school ("Realschule"), senior high school ("Gymnasium") or comprehensive schools, which combine the other three types of secondary school education. It is also possible to attend Waldorf and Montessori schools.

- Junior secondary school (Hauptschule):  
Children usually attend this type of secondary modern school for six years, e.g. until their tenth school year. These schools provide pupils with basic education which prepares them for professional training. Upon concluding their studies, pupils are either awarded a lower secondary school leaving certificate ("Hauptschulabschluss"), an intermediate secondary school leaving certificate with qualification for entry to senior technical school ("Mittlerer Abschluss/Fachoberschulreife") or an intermediate secondary school leaving certificate which qualifies them to attend a senior high school sixth form.
- Intermediate secondary school (Realschule):  
Studies at this type of secondary school also last six years, until the children's tenth school year. Pupils receive the intermediate secondary school leaving certificate (with or without the entitlement to continue their education at a senior high school) upon concluding their studies, which enables them to either embark on a professional apprenticeship or to change to another type of school (a senior high school, comprehensive school or vocational college) in order to obtain a higher educational qualification.
- Senior high school:  
Senior high school pupils take their higher school leaving examinations after completing twelve years of school education. The resulting

certificate (“Allgemeine Hochschulreife” or general baccalaureate) is required to study at a university.

- Comprehensive school:

Pupils can conclude their studies at a comprehensive school with a range of different qualifications, namely the lower secondary school leaving certificate, the intermediate secondary school leaving certificate or the higher school leaving certificate.

More general information on the school system can be found at:

[www.schulministerium.nrw.de](http://www.schulministerium.nrw.de)

### Schools in Münster

Münster is home to over 40 primary schools, a Montessori school and the Dutch Hugo-de-Groot school and a Free Waldorf school. With 8 junior secondary schools, 9 intermediate secondary schools and 14 senior high schools, in addition to a comprehensive school and a free Waldorf school, secondary education in Münster is extremely extensive. Three of the 14 senior high schools and the comprehensive school are catholic schools.

[www5.stadt-muenster.de/schulen](http://www5.stadt-muenster.de/schulen)

The range of educational options is supplemented by vocational colleges, which prepare pupils aged 16 and above for a specific profession or an additional school qualification. For information on vocational and technical colleges, please visit:

[www.stadt-muenster.de/berufskollegs](http://www.stadt-muenster.de/berufskollegs)

The leaflet entitled “Münster bildet ab Klasse 5 – Infos für Eltern“ (Education in Münster from class 5 upwards – information for parents), provides a more detailed overview. It also provides information regarding the range of foreign languages taught at schools and specifies those schools which offer native language teaching. The leaflet entitled “Gut durch die Schulzeit“ (“Surviving school”) contains information on types of school, changing schools and school leaving qualifications. Both leaflets are available from the Münster Information Point in Stadthaus 1.

Amt für Schule und Weiterbildung, Bildungsberatung (School and Further Education Office, education advisory service (school career)), Stadthaus 1, Klemensstr. 10

Tel. 02 51 / 4 92-40 76

E-mail [spoehle@stadt-muenster.de](mailto:spoehle@stadt-muenster.de)

### International education options

Not only is it possible to learn a wide range of foreign languages at the city’s schools, but many German language courses are offered specifically for foreign pupils. Bilingual teaching is offered at three senior high schools and one intermediate secondary school. Two senior high schools offer

international school leaving certificates (IBO, BAC). Five schools are model schools – “North Rhine–Westphalia European School”.

#### International education advisory service

Those who require more information about schools in Münster, German language courses, native language teaching or who have other questions about schools and education can make an appointment with the municipal international education advisory service. This advice is confidential and free of charge. The following languages are spoken: German, Bosnian, English, Croatian, Polish, Russian and Serbian. Advisors will try and find an interpreter in the case of other languages.

Amt für Schule und Weiterbildung, Bildungsberatung International (School and Further Education Office, International Education Advisory Service)

Christine Czepok, Stadthaus 1, Klemensstraße 10

Tel. 02 51 / 4 92–40 42

E-mail [czepok@stadt-muenster.de](mailto:czepok@stadt-muenster.de)

### **IV.3 Learning German – without forgetting your native language**

Münster is an international city with a multicultural population. Around 50,000 people of foreign descent currently live in the city. There are numerous cultural centres and free advisory and communication services. Schooling and further training / education are extremely important issues in terms of integration. In addition to classes designed specifically for foreign pupils, the city of Münster also offers newcomers afternoon language courses, native language teaching and Islamic studies. The creation of a multicultural society also includes the maintenance of international contacts and encounters, such as via international school exchange programmes.

[www.muenster.de/stadt/schulamt/international.html](http://www.muenster.de/stadt/schulamt/international.html)

#### Native language teaching

Many parents would like their children to learn German, but believe that this should not be at the expense of their native language. Native language teaching, which also includes regional studies, helps maintain the children’s knowledge of and feel for their own languages. Trained foreign teachers provide lessons in the afternoons, which are usually held over three hours a week. In Münster, native language teaching is currently offered in Arabic, Bosnian, Farsi, Italian, Croatian, Modern Greek, Polish, Portuguese, Russian, Serbian, Spanish and Turkish. Pupils can find out about, and register themselves for native language teaching at their respective schools.

Schulamts der Stadt (Municipal School Office), Winfried Engbert  
Klemensstraße 10

Tel. 02 51 / 4 92-40 54

E-mail [Engbertw@stadt-muenster.de](mailto:Engbertw@stadt-muenster.de)

[www.muenster.de/stadt/schulamt/international\\_foerderung.html](http://www.muenster.de/stadt/schulamt/international_foerderung.html)

### German as a foreign language

The adult education centre (“Volkshochschule“) offers over 100 courses in “German as a foreign language” for teenagers and adults, beginners and more advanced students per year. Pupils can also learn German, or improve their knowledge of the language, by attending “Club D”. Children and teenagers meet at the adult education centre twice a week for two hours, and practise grammar, spelling and vocabulary. Here, the emphasis is placed on speaking and understanding. At present, pupils are divided into three levels of ability and three age groups for teaching purposes. “Club D” is free of charge – only the books have to be paid for.

Volkshochschule Münster (Münster Adult Education Centre)

Aegidiimarkt 3

Tel. 02 51 / 4 92-43 21

E-mail [vhs@stadt-muenster.de](mailto:vhs@stadt-muenster.de)

[www.muenster.de/stadt/vhs/](http://www.muenster.de/stadt/vhs/)

Family education centres also offer German language courses (see section IV.4, “Additional further education establishments“). The city is also home to a range of private language schools, e.g.:

- KAPITO Sprachschule, Servatiiplatz 9 (Iduna-Haus)  
Tel. 02 51 / 9 81 19 70  
[www.kapito.com](http://www.kapito.com)
- Berlitz-Sprachschule, Berliner Platz 8-10  
Tel. 02 51 / 4 39 37  
[www.berlitz.de/muenster](http://www.berlitz.de/muenster)
- Inlingua-Sprachschule, Bahnhofstraße 12  
Tel. 02 51 / 4 70 47  
[www.inlingua-muenster.de](http://www.inlingua-muenster.de)

### **IV.4 Additional further education establishments, seminars and courses**

Many establishments offer further education. Information about these institutions and the courses they offer can be obtained from the municipal library on Alter Steinweg, the Münster Information Point in Stadthaus 1 and in the city’s various district administration offices.

[www.muenster.de/weiterbildung](http://www.muenster.de/weiterbildung)

The above mentioned internet address leads to numerous links. The following are particularly useful:

- Database with information regarding further education institutions in Münster:  
[www5.stadt-muenster.de/ibis](http://www5.stadt-muenster.de/ibis)
- Information regarding professional further education on the website of the North Rhine–Westphalia Chamber of Industry and Commerce (CIC):  
[www.ihk-bildung.de/links\\_traeger.php](http://www.ihk-bildung.de/links_traeger.php)

The municipal library is another important port of call for foreigners wishing to pursue further education, particularly for those looking for language courses. Over two million books and other resources are borrowed from the library each year, making it one of the largest facilities of its type. The unusual building is also worth a visit for fans of architecture.

Municipal library, Alter Steinweg 11,

Monday – Friday from 10 am – 7 pm, Saturday from 10 am – 3 pm

Tel. 02 51 / 4 92-42 42

E-mail [buecherei@stadt-muenster.de](mailto:buecherei@stadt-muenster.de)

[www.muenster.de/stadt/buecherei](http://www.muenster.de/stadt/buecherei)

Büchereien in den Stadtteilen und Bücherbus:

[www.muenster.de/stadt/buecherei/buecherei-steinweg.html](http://www.muenster.de/stadt/buecherei/buecherei-steinweg.html)

#### Further education institutions (selection)

Volkshochschule Münster (Münster Adult Education Centre),  
Aegidiimarkt 3

Tel. 02 51 / 4 92-43 21

[www.muenster.de/stadt/vhs](http://www.muenster.de/stadt/vhs)

Anna-Krückmann-Haus, Friedensstraße 5

Tel. 02 51 / 3 35 74

[www.anna-krueckmann-haus.de](http://www.anna-krueckmann-haus.de)

Arbeitskreis soziale Bildung und Beratung (Working Party for Social Education and Counselling)

An der Germania-Brauerei 1 (formerly Grevener Straße 89)

Tel. 02 51 / 27 72 30

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

Evangelische Familienbildungsstätte Paul-Gerhardt-Haus (Protestant Family Education Centre)

Friedrichstraße 10

Tel. 02 51 / 4 81 67 80

[www.ev-fabi-ms.de](http://www.ev-fabi-ms.de)

Haus der Familie, Krummer Timpen 42

Tel. 02 51 / 41 86 60

[www.fbs-muenster.de](http://www.fbs-muenster.de)

Franz-Hitze-Hause, katholisch-soziale Akademie des Bistums Münster  
(Catholic-Social Academy of the Diocese of Münster)  
Kardinal-von-Galen-Ring 50  
Tel. 02 51 / 9 81 80  
[www.franz-hitze-haus.de](http://www.franz-hitze-haus.de)

## IV.5 Job market

The job market situation in Münster is comparatively good. By the end of 2008, the number of unemployed individuals had decreased to under 8,500, compared to a total of almost 13,000 individuals who were registered as unemployed in 2005. In December 2008, the unemployment rate was precisely 6.0 per cent, well below the average figure for the Federal State of North Rhine-Westphalia.

### Career choice – searching for apprenticeships

It can be difficult for school-leavers and students to embark on an apprenticeship or degree course or to enter professional life by their chosen routes. On the one hand, deciding which of the many trades, degree courses or professional fields to choose often proves problematic. On the other, it is not always easy to make plans reality, i.e. to get one of the coveted apprenticeships or study places. The careers advisors at the Federal Employment Agency support those in need of advice as regards the transitions from school to training and study to professional life. It is possible to arrange free consultations via telephone, e-mail or in person during one of the information events held in Münster's schools.

Careers advice from the Münster Federal Employment Agency  
Martin-Luther-King-Weg 22  
Tel. 0 18 01 / 55 51 11 (land line 3.9 euro cents/min; different rates apply for calls from mobile phones)  
E-mail [Muenster.U25-SGBIII@arbeitsagentur.de](mailto:Muenster.U25-SGBIII@arbeitsagentur.de) or  
[Muenster.Hochschulteam@arbeitsagentur.de](mailto:Muenster.Hochschulteam@arbeitsagentur.de)  
<http://www.arbeitsagentur.de/muenster>

The School and Further Education Office, which focuses on "Übergangsmanagement Schule – Beruf" ("Transition Management: School and Career"), also advises individuals on educational career choices and orientation.

Stabstelle Übergangsmanagement Schule – Beruf (Transition Management: School and Career, team office)  
Klemensstraße 10  
Tel. 02 51 / 4 92-40 65  
E-mail [Kalk@stadt-muenster.de](mailto:Kalk@stadt-muenster.de)  
[www.muenster.de/stadt/schulamtschule-beruf.html](http://www.muenster.de/stadt/schulamtschule-beruf.html)

### Working in Münster as a non-EU citizen

Those from non-EU countries require a work permit in order to be able to work in Germany. Questions regarding residence and work permits are clarified via a combined procedure (one-stop-government) in accordance with Federal immigration law. The city's Foreigners' Registration Office is the first port of call for job-seeking foreigners. Newly arrived citizens from non-EU countries can apply for their residence permits here. The authorities will subsequently decide whether individuals are eligible to work and record this eligibility in the residence permits accordingly.

Amt für Ausländerangelegenheiten (Foreigners' Registration Office),  
Ludgeriplatz 4 (Südstraße entrance),  
Monday to Friday from 8 am to 12 pm, plus Thursday afternoons from 3 pm to 6 pm

Tel. 02 51 / 4 92-36 36 or -36 37

E-mail [auslaenderamt@stadt-muenster.de](mailto:auslaenderamt@stadt-muenster.de)

[www.muenster.de/stadt/auslaenderangelegenheiten/en/employment.html](http://www.muenster.de/stadt/auslaenderangelegenheiten/en/employment.html)

### Working in Münster as a citizen from a new EU member state

Special regulations apply in the case of citizens from the new EU member states of Estonia, Latvia, Lithuania, Poland, Hungary, the Czech Republic, the Republic of Slovakia, Slovenia, Bulgaria and Romania. Although they do not require a residence permit in accordance with the Residence Act, they are only able to take up employment in Germany in the event that they are issued a work permit by the Federal Employment Agency.

Agentur für Arbeit Münster (Münster Federal Employment Agency),  
Martin-Luther-King-Weg 22

Monday from 7:30 am – 3 pm; Tuesday, Wednesday and Friday from 7:30 am – 12:30 pm; Thursday from 7:30 am – 6 pm

Tel. 0 18 01 55 51 11 (land line: 3.9 euro cents/min; different rates apply for calls from mobile phones)

[www.arbeitsagentur.de/muenster](http://www.arbeitsagentur.de/muenster)

### Working in Münster as a citizen from an "old" EU member state, Malta and Cyprus:

Citizens from these states enjoy freedom of movement in their capacity as employees and self-employed individuals. They do not require a special work permit from the Foreigners' Registration Office or the Federal Employment Agency.

### Applying for a tax card

Those wishing to work in Germany legally (and be liable to pay tax and receive social security benefits) require a tax card.

It is necessary to check the following information for accuracy before giving the tax card to an employer: date of birth, religious confession, number of child allowances and tax category. If no tax card is required, it should be returned to the issuing authority.

Foreign employees are issued with a tax card if they:

- have lived in the Federal Republic of Germany for over six months or
- their intention to stay longer is stated on their residence permits.

The tax card is issued by the local authorities of the district in which the employee was registered as having his or her principal place of residence on 20th September of the previous year. Employees who moved to Germany after 20th September of the previous year will receive their tax cards from the district in which they first registered their principle place of residence after this set date.

All branches of the Citizens' Affairs Office issue employees with a tax card free of charge. It can be applied for in writing, by telephone or online via the internet.

Amt für Bürgerangelegenheiten – Bürgerbüro Mitte (Citizens' Affairs Office – Central Office), Stadthaus 1,  
Klemensstraße 10  
Tel. 02 51 / 4 92-33 33  
E-mail [buengerbuero-mitte@stadt-muenster.de](mailto:buengerbuero-mitte@stadt-muenster.de)

as well as all other district administration offices and district citizens' advice offices (see chapter VI.1.)

Information:

[www.muenster.de/stadt/buengeramt/tax\\_card.html](http://www.muenster.de/stadt/buengeramt/tax_card.html)

## **IV.6 Studying in Münster**

There are many good reasons to study in Germany. Internationally renowned universities and the strong economy, dynamic culture, historical cities and attractive landscapes all exercise a strong appeal on overseas students. And last but not least, over 100 million people around the world speak German.

### International Office

The number of overseas students at Münster's universities is growing continually thanks to globalisation and internationalisation. Around 3,500 young foreigners are currently studying at the University of Münster alone. The universities promote international exchange and deliberately invite overseas students to study in Münster via support programmes.

The universities also help their overseas guests to organise their studies and life in their host country quickly and smoothly, so that they can concentrate on their education. The Westphalian Wilhelms University, the University of Applied Sciences, the Catholic University of Applied Sciences North Rhine–Westphalia and the Academy of Fine Arts have all set up international offices for this purpose. These inform overseas students about the range of degree courses on offer, admission, registration and study fees and help them to find flats and language courses.

Westfälische Wilhelms–Universität Münster (Westphalian Wilhelms University of Münster)

International Office, Leonardo Campus 11

Tel. 02 51 / 83 222 15

Fax 02 51 / 83 222 26

E-mail [international.office@uni-muenster.de](mailto:international.office@uni-muenster.de)

[www.uni-muenster.de/Auslandsamt/en/incoming.html](http://www.uni-muenster.de/Auslandsamt/en/incoming.html)

The university's international centre is called "Die Brücke" ("The Bridge"). This is a part of the International Office. The Bridge promotes internationality and international dialogue. It advises foreign students and doctoral students, and provides support in matters of accommodation, bureaucracy and everyday issues.

[www.uni-muenster.de/DieBruecke](http://www.uni-muenster.de/DieBruecke)

University of Applied Sciences in Münster

International Office, Hüfferstraße 27

Tel. 02 51 / 8 36 41 02

[en.fh-muenster.de/internationaloffice/index.php](http://en.fh-muenster.de/internationaloffice/index.php)

The office offers foreign students a range of services, including a welcome service and workshops concerning life and culture in Germany.

[en.fh-muenster.de/internationaloffice/welcome\\_service](http://en.fh-muenster.de/internationaloffice/welcome_service)

Catholic University of Applied Sciences North Rhine–Westphalia

International Office – Cologne head office

Tel. 02 21 / 77 57–313

Fax 02 21 / 77 57–319

E-mail [h.hofmann@kfhnw.de](mailto:h.hofmann@kfhnw.de)

[www.katho-nrw.de/katho-nrw/internationales/incoming-students/incoming-students/](http://www.katho-nrw.de/katho-nrw/internationales/incoming-students/incoming-students/)

Academy of Fine Arts Münster – College of Visual Arts  
International Office in the Study Office, Leonardo Campus 2  
Tel. 02 51 / 8 36 12 06  
Fax 02 51 / 8 36 11 02  
E-mail [musholt@kunstakademie-muenster.de](mailto:musholt@kunstakademie-muenster.de)  
[www.kunstakademie-muenster.de/intro\\_englisch.htm](http://www.kunstakademie-muenster.de/intro_englisch.htm)

### Study fees, semester charge and semester ticket

University studies in Germany, particularly at Federal universities, were free for a long time. The majority of universities and universities of applied sciences now charge study fees. The level of these fees currently varies in Münster between 500 euros (University of Applied Sciences in Münster / UAS) and 275 euros (Westphalian Wilhelms University of Münster / WWU) per semester.

In addition, universities usually levy a semester charge upon initial registration and subsequent re-registrations. This charge currently amounts to approx. 140 euros at the two main universities (UAS and WWU). This charge is not related to study fees, but is a contribution to the public facilities offered by the university. It also covers the semester ticket, which allows students to use public transport, e.g buses and regional trains in Münster and the Münsterland region for the entire semester free of charge. This also includes travel to the region's large neighbouring cities, such as Dortmund, Bielefeld, Enschede and Osnabrück.

### Living costs

The majority of students require between 500 and 700 euros per month for general living costs, a figure which naturally depends on the amount of extra expenses incurred, such as those for literature and leisure activities. Study fees and the semester charge are not included in this amount. In 2007, the university magazine UNICUM compared living costs for students in German cities. According to this survey, Münster was in the middle of the table with an average of 673 euros per month.

### Obligation to register

The registration law in North Rhine–Westphalia stipulates that each instance of moving into, moving out of or changing one's place of residence must be registered with the local authorities ("Anmeldung", "Abmeldung" or "Ummeldung") within one week. By law, a furnished room or place to sleep is also considered a "place of residence". The offices of the Citizens' Affairs Office and the district administration offices issue registration forms. See chapters II.2 and II.3 for further information regarding registration formalities and the residence permit.

## Health insurance

Students from the EU require a European Health Insurance Card (EHIC). This, or its predecessors (forms 111/114), are required in order to be able to take advantage of health insurance services. Other overseas students must take out an overseas health insurance policy which is valid in Germany, or register with an official German health insurance fund. The monthly student charge is around 60 euros.

## Living

It is often difficult to find a flat, particularly in a foreign country. The first port of call for those looking for a room or flat is the Münster Student Union (Studentenwerk), which rents students cheap accommodation in halls of residence. Overseas students can apply for places online in advance from their home countries. If a room is free, the student union sends the tenancy agreement directly to the students by post or e-mail, in January for the following summer semester and in August for the winter semester. It is very important that applicants check their post and e-mails regularly, as otherwise the room will be rented to someone else. Tenants can transfer the rental deposit, a standard security precaution for landlords in Germany, while still in their home countries. The rent is paid to the student union by direct debit each month. The tenant organises a direct debit authorisation for this purpose. This means that tenants authorise the student union to debit the rent from a bank account of their choice each month. As this is only possible from a German bank account, overseas students are required to open an account upon arrival.

- Wohnraumverwaltung des Studentenwerks Münster (Student Union Münster – Accommodation Administration), Bismarckallee 5  
Tel. 02 51 / 83 79-5 53  
E-mail [wohnen@studentenwerk-muenster.de](mailto:wohnen@studentenwerk-muenster.de)  
[www.studentenwerk-muenster.de](http://www.studentenwerk-muenster.de)
- Consultation times: Tuesdays – Thursdays from 9 am – 12 pm  
By telephone: Mondays – Thursdays from 8:45 am – 3:00 pm, Fridays from 8:45 am – 12:00 pm

In addition to the student union, other private and ecclesiastical sponsors offer reasonable accommodation in halls of residence.

[www.muenster.org/wohnheime](http://www.muenster.org/wohnheime)

Sharing a flat with others is very popular with many students. Renting a shared flat is usually more expensive than living in halls of residence. The rent is between 180 and 350 euros, depending on the size of the accommodation and the height of the additional costs (e.g. heating,

electricity and water). For further information on flat-hunting, see chapter II.1., "Housing market". The brochure entitled "Flat-hunting tips for students" is another useful source of information during the search for a suitable flat. [www.muenster.de/stadt/wohnungsamt/pdf/Wohnungsinfo\\_Studenten.pdf](http://www.muenster.de/stadt/wohnungsamt/pdf/Wohnungsinfo_Studenten.pdf)

### Bank account

Those renting a room in a hall of residence require a German bank account in order to pay the monthly rent. Overseas students wishing to open an account must provide proof of the following: a permanent address, a student ID or a corresponding certificate confirming their student status. Students from the EU receive a free account from all banks.

### University Sports Service

The university sports service offers all students in Münster a very extensive, reasonably priced sport programme from A for athletics to Y for yoga. Students don't pay any basic costs – they only have to pay for the individual sport courses. Students are issued with a university sport semester ticket upon registration (either online or in person in the University Sports Services Office).

University Sports Service, Horstmarer Landweg 62a  
Tel. 02 51 / 8 33 83 83  
<http://hsp-ms.uni-muenster.de/default.htm>

## **V. Leisure**

It comes as no surprise that "The World's Most Liveable City" (LivCom-Award) and its surroundings welcome visitors with a range of attractive leisure activities. New citizens can gain a first impression of Münster during one of the many guided tours, which often provide surprising new perspectives as regards the city's history and everyday life there. The Münsterland region, dotted with picturesque moated castles, is also well worth a visit. And what else is there? A host of museums, festivals and cultural and sporting events.

### **V.1 Getting to know Münster**

Explore the many-faceted city of Münster during an expert guided tour, a guided coach tour or on your own initiative.  
[www.muenster.de/stadt/tourismus/en/well-worth-seeing.html](http://www.muenster.de/stadt/tourismus/en/well-worth-seeing.html)

### "Stadt-Lupe Münster"

The association "Stadt-Lupe" organises guided tours for individuals, groups and so-called "intensive tours". The two-hour tour of the Old Town (daily

from 11 am, advance registration recommended) is a good way to get to know the historic side of Münster. This tour is also offered in English every Saturday at 11 am from May to October. Alternative tour times or tours in other languages can be arranged on an individual basis. A simple telephone call will suffice, and online reservations are also possible. A selection of themed tours, ranging from the city's history to present day life in Münster, is also on offer.

- Timetable and tickets: “Stadt-Lupe“ (office next to the tourist information), Heinrich-Brüning-Straße 9  
Tel. 02 51 / 4 92-27 70
- Monday to Friday from 9:30 am – 6 pm, Saturday from 9:30 am – 1 pm
- Tickets can also be obtained from the information point at the city office in the Town Hall (Prinzpalmarkt), and at the guided tour meeting points. Tickets for some events with a limited number of participants can only be obtained in advance.
- For an overview of guided tours which can be booked by guests on an individual basis, go to:  
[www.stadt-lupe.de/index.php?hk=1](http://www.stadt-lupe.de/index.php?hk=1)
- For an overview of fixed guided tours, please visit:  
[www.stadt-lupe.de/index.php?hk=2](http://www.stadt-lupe.de/index.php?hk=2)

### “StattReisen Münster“

The company “StattReisen“ organises a range of themed tours by day and night. “Horror nights“ and tours with the night-watchman ensure that the occasional cold shiver runs down your spine... The company also offers a selection of “city games”.

- Timetable and information: StattReisen, Rothenburg 47  
Tel. 02 51 / 4 14 03 33
- Monday to Friday from 10 am – 1 pm; Monday and Thursday afternoons from 2:30 pm – 4:30 pm.
- To view the open programme, which includes over 200 fixed dates for individuals and small groups, please visit: [www.stattreisen-muenster.de/terminkalender.html](http://www.stattreisen-muenster.de/terminkalender.html)
- For group fixtures, which can be booked individually at a time which suits the participants, go to [www.stattreisen-muenster.de/unserprogramm.html](http://www.stattreisen-muenster.de/unserprogramm.html)

### Münsteraner city tours

Visitors can discover the city via the “Altstadtbahn“ tram, which makes at least five 50-minute trips through the Old Town on a daily basis (apart from Monday) from the Domplatz. The tram operates from April to October and during December. The tram starts running from 11 am and leaves on the hour. The “Altstadtbahn” tram runs on Fridays, Saturdays and Sundays during

November, February and March. Information on sights is provided in German, English or Dutch as desired.

- Information: Tel. 02 51 / 6 86 74 49  
[www.muensteraner-stadtrundfahrten.de](http://www.muensteraner-stadtrundfahrten.de) (website also in English)

### Münster city tour

Visitors to Münster can take a 90-minute tour of the city on a 1954 model vintage bus, which runs every Saturday from May to October, taking in a host of sights en route. The bus departs from the Aegidiimarkt bus stop.

- Information: Tel. 0 25 73 / 86 71  
[www.schaepers.de/busreisen/stadtrundfahrt.php](http://www.schaepers.de/busreisen/stadtrundfahrt.php)

## **V.2 Historic Münster: On the trail of the Peace of Westphalia**

The Peace of Westphalia, signed in Münster and Osnabrück in 1648, did not merely end the Thirty Years' War, and with it an unimaginable epidemic of murder, which laid waste to and depopulated entire areas: It simultaneously established a European peace administration advocating the equality between states and made a significant contribution to the formation of modern international law. The United Provinces of the Netherlands achieved independence from Habsburg Spain during the negotiations in Münster. This is one of the reasons why the city is so popular with Dutch visitors, who often visit the historic Town Hall with the Peace Hall and the "Krameramtshaus" guild house.

[www.muenster.de/stadt/tourismus/en/peace.html](http://www.muenster.de/stadt/tourismus/en/peace.html)

[www.muenster.de/stadt/kongress1648/](http://www.muenster.de/stadt/kongress1648/)

### Peace Hall in the historic Town Hall

The Peace Hall originally served as the council chamber, and was the scene of the first major diplomatic congress over a period of almost five years from 1644 onwards. The first part of an important treaty was concluded on 15th May 1648: Spain recognised the Netherlands' sovereignty after an 80-year war. The hall's artistic embellishments fortunately escaped Second World War bombing because the magnificent carvings were moved to safety in 1942. Portraits of diplomats and emissaries who negotiated the Peace hang on the walls.

- Friedenssaal im Rathaus (Peace Hall in the Town Hall), Prinzipalmarkt  
Tel. 02 51 / 4 92-27 24  
[www.muenster.de/stadt/tourismus/pdf/Muenster\\_historical.pdf](http://www.muenster.de/stadt/tourismus/pdf/Muenster_historical.pdf)
- Tuesday to Friday from 10 am – 5 pm; Saturday, Sunday and bank holidays from 10 am – 4 pm

### Krameramtshaus guild house ("Haus der Niederlande" / "House of The Netherlands")

This Renaissance building, which dates back to the year 1589, is one of the oldest guild houses in Münster. The building was used by the grocers' guild as a meeting point and storehouse. The building was used to house the Dutch emissaries during the negotiations which led to the Peace of Westphalia. It has been home to the Science and Cultural Centre "Haus der Niederlande" ("House of the Netherlands") since 1995. Exhibitions, book presentations, lectures and film showings are organised here.

- "Krameramtshaus" guild house / Haus der Niederlande (House of the Netherlands), Alter Steinweg 6/7  
Tel. 02 51 / 8 32 85 13  
[www.hausderniederlande.de](http://www.hausderniederlande.de)  
[www.muenster.de/stadt/panorama/nah/kramer.htm](http://www.muenster.de/stadt/panorama/nah/kramer.htm)
- Library opening hours: Monday to Friday from 9 am – 6 pm

### **V.3 Literary Münster: Annette von Droste-Hülshoff**

Her ballad "Der Knabe im Moor" ("The Lad on the Moor"), the novella "Die Judenbuche" ("The Jew's Beech") or one of her many poems are read by virtually all schoolchildren in Germany at some point during their education. Annette von Droste-Hülshoff (1797 – 1848) is one of the most well-known female authors in the German-speaking world. She was born at "Burg Hülshoff" (Castle Hülshoff), just outside Münster. In later years, she lived in "Haus Rüschaus" in the Nienberge district. Her works illustrate her attachment to the natural beauty present in her local area. Her prose is characterised by a sober, powerful and typically Westphalian beauty. A summary of the author's life has been drawn up by the Annette-von-Droste Society and can be found at:

[www.droste-gesellschaft.de/annette/index.html](http://www.droste-gesellschaft.de/annette/index.html)

Tip: a bicycle tour is an ideal way to trace the author's history. "Burg Hülshoff" and "Haus Rüschaus" are situated to the west of the city. A proposed 40 km tour, which starts at the main railway station, can be found at: [www.adfc-nrw.de/kreisverbaende/kv-muenster-muensterland/radtouren/tourenvorschlag0/annettes-spuren.html](http://www.adfc-nrw.de/kreisverbaende/kv-muenster-muensterland/radtouren/tourenvorschlag0/annettes-spuren.html)

### "Burg Hülshoff" (Castle Hülshoff)

"Burg Hülshoff" is a moated castle built in typical Westphalian style. The property was first mentioned in a document dating back to the 11th century. It is situated between Münster-Roxel and Havixbeck. Annette von Droste-Hülshoff was born here in 1797. On its website, the castle management claims it is possible to experience in person the ghostliness and eeriness

which is a frequent feature of her works during a dawn walk through the castle grounds.

Burg Hülshoff (Castle Hülshoff), Schönebeck 6, 48329 Havixbeck

Tel. 0 25 34 / 10 52

E-mail [info@burg-huelshoff.de](mailto:info@burg-huelshoff.de)

[www.burg-huelshoff.de](http://www.burg-huelshoff.de)

The grounds, museum and café-restaurant are open daily from the beginning of April to the end of November from 11 am – 6:30 pm. Entrance to the grounds and castle buildings is free, while a fee is charged to visit the museum, which is located in the castle's upper chamber.

### Haus Rüschaus

Westphalian Baroque master builder Johann Conrad Schlaun, who designed Münster's "Schloss" (Palace), the "Clemenskirche" (Clemens Church) and the "Erbdrostenhof" (a Baroque palace), drew up plans for Haus Rüschaus, which he intended as his own country seat, between 1745 and 1749. Annette von Droste-Hülshoff's father purchased the property in 1825. The author lived and worked there from 1826 to 1846. It is possible to visit her parlour and study, lovingly nicknamed "Schneckenhäuschen" ("little snail house"), which has been carefully maintained. The "Rüschaus" is situated near Münster-Gievenbeck.

- Haus Rüschaus, Am Rüschaus 81  
Group registration: Tel. 0 25 33 / 13 17
- Guided tours of the house's interior are held on a daily basis with the exception of Mondays. Tours are held at 11 am, 12 pm, 2 pm and 3 pm in March, April and November, and every hour between 10 am and 5 pm (with the exception of 1 pm) from May until October. The garden can be visited at all times.
- For further information, please call the Stadtmuseum Münster (Münster City Museum):  
Tel. 02 51 / 4 92-45 03  
E-mail [museum@stadt-muenster.de](mailto:museum@stadt-muenster.de)  
[www.muenster.de/stadt/museum/rueschhaus.html](http://www.muenster.de/stadt/museum/rueschhaus.html)

## **V.4 Moated palaces and castles**

Romantic palaces, fortified castles and even a "Westphalian Versailles" in the form of Schloss Nordkirchen (Nordkirchen Palace) – the Münsterland region greets its visitors with a host of magnificent noble seats, earl's residences and palaces. Legend has it that these buildings once numbered over 3,000, and more than 100 still bear witness to that opulent age. Münster's Palace and "Schloss Nordkirchen" are two of the most popular sights.

- The Palace in Münster, former seat of the Prince-Bishops and a work of Baroque master builder Johann Conrad Schlaun, was badly damaged by bombs during the Second World War. It was restored to its former glory by 1953. The Palace is now the administrative centre for the University, while the magnificent Botanical Gardens, which are well worth a visit, are located in the "Schlossgarten", or palace grounds.  
[www.muenster.de/stadt/panorama/pan/schloss.htm](http://www.muenster.de/stadt/panorama/pan/schloss.htm)  
[www.uni-muenster.de/BotanischerGarten](http://www.uni-muenster.de/BotanischerGarten)
- Johann Conrad Schlaun also had a hand in the construction of "Schloss Nordkirchen". The large, symmetrically designed set of buildings is an impressive example of a completely preserved Baroque complex. Today, the Palace is home to the Federal University of Applied Administrative Sciences NRW, Faculty of Finance.  
[www.lauter-nordkirchen.de/](http://www.lauter-nordkirchen.de/)

#### "100-Schlösser-Route" (100 castles route)

The "100-Schlösser-Route" (100 castles route) extends over 1,400 km and takes cyclists on a tour through the Münsterland's immaculate countryside, passing a host of historic sights en route. The Münsterland tourist association has compiled a list of the most attractive castles and palaces.

Tel. 0 25 51 / 93 92 91

Free hotline: 08 00 / 9 39 29 19

E-mail [touristik@muensterland.com](mailto:touristik@muensterland.com)

[www.muensterland-](http://www.muensterland-)

[tourismus.de/radfahren/Radrouten/ueberregional/100\\_SchloesserRoute/index.html](http://tourismus.de/radfahren/Radrouten/ueberregional/100_SchloesserRoute/index.html)

A tour suggestion from the Münsterland e.V. Tourismus (Münsterland tourist association):

"Castle and Palace Tour", 120 kilometres, including Burg Vischering, Schloss Nordkirchen, Schloss Cappenberg and Schloss Westerwinkel

[www.muensterland-](http://www.muensterland-)

[tourismus.de/radfahren/Radrouten/regional/BurgSchlossTour/index.html](http://tourismus.de/radfahren/Radrouten/regional/BurgSchlossTour/index.html)

For a list of other palaces and castles worth visiting, go to:

<http://www.muensterland->

[tourismus.de/kultur/burgen\\_schloesser/Absolut\\_sehenswerte\\_Schloesser/index.html](http://tourismus.de/kultur/burgen_schloesser/Absolut_sehenswerte_Schloesser/index.html)

## V.5 Around Lake Aa

The recreational area of Lake Aa, situated on the outskirts of the city centre, is a leisure and sporting paradise. Numerous joggers run around the 40-hectare reservoir each day. The zoo, horse museum "Hippomaxx", the natural history museum with adjoining planetarium and the Mühlenhof open-air

museum are visitor magnets. It is also possible to hire rowing boats and pedalos at the lake. The eye-catching Giant Pool Balls, three enormous concrete billiard balls created by Claes Oldenburg on the occasion of the first sculpture exhibition in 1977, grace the lake's northern banks. Lake Aa is also a popular location for events.

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

#### "Allwetterzoo" (All-weather zoo)

Over 3,000 animals live in the "Allwetterzoo" in largely natural surroundings and eco-systems. Bears, tigers, lions, monkeys, penguins, parrots and co. feel at ease in twelve large animal houses and in the outdoor enclosures. Approximately one kilometre of the five kilometres of paths through the zoo's grounds is covered, providing protection from rain and sun, hence the name "all-weather zoo".

The entrance price includes a visit to the dolphinarium and the "Hippomaxx" horse museum.

Allwetterzoo (All-weather zoo), Sentruper Straße 315

Tel. 02 51 / 8 90 40

E-mail [info@allwetterzoo.de](mailto:info@allwetterzoo.de)

[www.allwetterzoo.de/english](http://www.allwetterzoo.de/english)

Opening hours: Daily from 9 am until close of admissions (6 pm from April to September, 5 pm in March and October, 4 pm from November to February).

#### "Hippomaxx" – Westphalian Horse Museum

The horse adorns the Westphalian coat of arms, and the Münsterland region is a stronghold of equestrian sports. It comes as no surprise that the city has dedicated a museum to the noble creatures. The "Hippomaxx" charts natural and cultural equestrian history and the co-existence of humans and horses over 1,000 square metres. Spectators can even watch their four-legged friends perform in the arena.

Westfälisches Pferdendomuseum (Westphalian Horse Museum), Sentruper Straße 311

Tel. 02 51 / 48 42 70

E-mail [info@hippomaxx-muenster.de](mailto:info@hippomaxx-muenster.de)

[www.hippomaxx-muenster.de/english](http://www.hippomaxx-muenster.de/english)

April to September daily from 9 am – 6 pm, October and March from 9 am – 5 pm, November to February from 9 am – 4 pm.

#### Natural History Museum and Planetarium

Visitors to the Zeiss Planetarium, located at the heart of the LWL Natural History Museum, can investigate foreign planets and astronomical events from the comfort of their armchairs. The planetarium's dome measures 20

metres in diameter, and seats 270 people. The natural history museum invites its visitors to travel back in time to the Mesozoic era. There, they can make the acquaintance of the dinosaurs and experience Westphalia's transformation from mammoth steppe to agrarian countryside.

LWL–Museum für Naturkunde – Westfälisches Landesmuseum mit Planetarium (LWL Natural History Museum – Westphalian State Museum with Planetarium), Sentruper Str. 285

Tel. 02 51 / 5 91 05

Natural History Museum: [www.lwl.org/LWL/Kultur/WMfN/Museum\\_Naturkunde](http://www.lwl.org/LWL/Kultur/WMfN/Museum_Naturkunde)

Planetarium: [www.lwl.org/LWL/Kultur/WMfN/Zeiss\\_Planetarium](http://www.lwl.org/LWL/Kultur/WMfN/Zeiss_Planetarium)

Tuesday to Sunday from 9 am – 6 pm

### Mühlenhof Open–Air Museum

The Mühlenhof showcases the Münsterland's rural culture and craftsmanship in almost 30 buildings of various sizes. Some houses were moved to the museum from their original locations, while others were reconstructed according to original models. The museum's landmark is a post mill, whose reconstruction marked the occasion of the museum's inauguration in 1961. Romantic souls can even get married at the Mühlenhof.

Freilichtmuseum Mühlenhof (Mühlenhof Open–Air Museum), Theo–Breider–Weg 1

Tel. 02 51 / 98 12 00

E–mail [service@muehlenhof-muenster.org](mailto:service@muehlenhof-muenster.org)

[www.muehlenhof-muenster.de](http://www.muehlenhof-muenster.de)

April to September from 10 am – 6 pm, October and March from 11 am – 4:30 pm, November to February from 11 am – 4 pm.

### “Professor Landois“ water shuttle

The ship transports passengers from the city centre to the Mühlenhof open–air museum and the zoo. “Professor Landois“ runs every hour from 10 am to 6 pm in peak season. The ship stays on dry land in winter. The water shuttle is named after the legendary scientist and zoo founder, Professor Hermann Landois. He was also responsible for the plans for the artificial reservoir, Lake Aa.

- Information: Tel. 02 51 / 84 50 20  
[www.professor-landois.de](http://www.professor-landois.de)

## **V.6 Riding**

The Münsterland is equestrian country. The region is home to Olympic victors and World and European champions such as Hans Günter Winkler,

Ludger Beerbaum and Markus Ehning. With its 100,000 horses, it is one of Europe's most intensively equine regions.

The Münsterland also has a great deal to offer amateur riders. The region is peppered with over 1,000 stables for horses and ponies. Special routes lead riders through the countryside on rides lasting between several hours and several days.

- Information on riding routes, stables and riding holidays can be obtained from the Münsterland tourist association on:  
Tel. 0 25 51 / 93 92 91  
Free hotline: 08 00 / 9 39 29 19  
E-mail [touristik@muensterland.com](mailto:touristik@muensterland.com)  
[www.muensterland-tourismus.de/pferd\\_und\\_reiten](http://www.muensterland-tourismus.de/pferd_und_reiten)
- A selection of stables in the Münsterland region:
  - Ponyhof Schleithoff in Havixbeck, tel. 0 25 07 / 12 27  
[www.ponyhof.de](http://www.ponyhof.de)
  - Reiterhof Hunsche in Lienen, tel. 0 54 83 / 5 74  
[www.reiterhof-hunsche.de](http://www.reiterhof-hunsche.de)
  - Ponyhof Georgenbruch in Everswinkel, tel. 0 25 82 / 12 16  
[www.ponyhof-georgenbruch.de](http://www.ponyhof-georgenbruch.de)
  - Reiterhof Rünenberg in Gronau, tel. 0 25 62 / 2 47 60  
[www.reiterhof-rueenberg.de](http://www.reiterhof-rueenberg.de)
  - Reiterhof Stuft in Münster, tel. 02 51 / 71 77 20  
[www.reiterhof-stuft.de](http://www.reiterhof-stuft.de)
  - Reiterhof Meckmann-Dorsel in Münster, tel. 02 51 / 2 30 17 74  
[www.meckmann-dorsel.de](http://www.meckmann-dorsel.de)
  - Ferienhof Große Hellmann in Bösensell, (riding holidays) , tel. 0 25 36 / 34 11 40  
[www.grosse-hellmann.de](http://www.grosse-hellmann.de)
- Many riding and driving associations in Münster give riding, dressage and jumping lessons.  
[www.muenster.de/laufen\\_fahren\\_reiten.html](http://www.muenster.de/laufen_fahren_reiten.html)

### Rewarding day trips for horse enthusiasts

“Warendorfer Hengstparade“ (Warendorf stallion parade): Several tens of thousands of visitors throng to the stallion parades, which take place every year at the end of September and the beginning of October. Regional stud-farm employees display over 100 breeding stallions in a rapidly executed variety of poses, and present demanding dressage and driving displays.  
[www.landgestuet.nrw.de](http://www.landgestuet.nrw.de)

Catching wild horses in Dülmen-Merfeld: Merfelder Bruch near Dülmen, Europe's last wild stud-farm, has been home to wild horses since time immemorial. The year-old colts are separated from the herd and caught by

hand each year on the last Saturday in May. Around 30 to 40 colts have to be removed from the herd each year in order to prevent bitter battles for supremacy in the limited space offered by the Merfelder Bruch. It's not just worth visiting to witness the spectacular sight of the wild horses being caught by hand. The grounds are also open at weekends and bank holidays in summer, weather permitting.

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

## V.7 Sport

Münster is a sporty city. The city's sports clubs offer a broad range of sporting disciplines. Regional "specialities" include cycling, riding, golf and ballooning. There is also a wide selection of activities tailored to the needs of disabled people.

### Popular sport

The Municipal Sports Office and the Municipal Sports Association, which coordinates all the sports clubs in Münster, is pleased to provide advice and information to those looking for sports clubs, sporting activities and sports stadiums.

- Information: Sportamt (Sports Office)  
Tel. 02 51 / 4 92-52 01  
E-mail [sportamt@muenster.de](mailto:sportamt@muenster.de)  
[www.muenster.de/stadt/sportamt](http://www.muenster.de/stadt/sportamt)
- The "Stadtsportbund"(Municipal Sports Association) provides information and a database of clubs and associations  
Monday to Friday from 9 am – 12 pm and Monday, Tuesday and Thursday afternoons from 2 pm – 4 pm  
Tel. 02 51 / 3 03 34  
E-mail [info@stadtsportbund-ms.de](mailto:info@stadtsportbund-ms.de)  
[www.stadtsportbund-ms.de](http://www.stadtsportbund-ms.de)
- For information on clubs and almost 200 different sporting disciplines, interested parties can simply visit the Sports Office homepage:  
[www5.stadt-muenster.de/sport](http://www5.stadt-muenster.de/sport)
- For an overview of indoor and outdoor swimming pools in Münster, please go to:  
[www.muenster.de/stadt/sportamt/baeder.html](http://www.muenster.de/stadt/sportamt/baeder.html)

### Competitive sport

Those who prefer to be spectators should investigate the following options:

- Football: Here, the footballing jewel in Münster's crown is the SC Preußen Münster, runner-up in the German Championships in 1951 and founding member of the German Football League in 1963.

Although the team has experienced a weak period in recent years, things now seem to be getting back on track. Home games at the stadium on the Hammer Straße are attended by an average of 4,700 fans.

[www.scpreussen-muenster.de](http://www.scpreussen-muenster.de)

- Volleyball: The volleyball ladies from USC Münster enjoy a high position in Federal league rankings. To date, they have notched up nine German Championship titles, eleven German Cup victories and four European Cup victories. The second ladies' team is also high up in the second Federal league. Matches are played at the Berg Fidel "Volleydrom", which seats up to 4,500 spectators.

[www.usc-muenster.de](http://www.usc-muenster.de)

- Riding: Equestrian enthusiasts can see their favourite stars in action at two major events held in Münster. The K+K cup, organised by the Münster Riding Association, is held in the Halle Münsterland over a five-day period each January. The international jumping and dressage elite meets each August for the "Turnier der Sieger", or "Tournament of Champions", with the majestic backdrop of Münster's Palace.

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

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

### Speciality sport I: Cycling

The Münsterland's flat landscape makes it the ultimate cycling region. "Pättkes", or asphalted rural paths, quiet streets and cycle paths are perfect for extensive tours. All interests and fitness levels are well catered for.

- Münster marketing publishes a leaflet containing useful tips on cycle tours in and around Münster:
- The ADFC (German Cyclists' Federation) publishes its tour programme every spring.

Information: Office on Dortmunder Straße 19

Thursday from 4 pm – 7 pm and Saturday from 10 am – 1 pm

Tel. 02 51 / 39 39 99

E-mail [info@adfc-ms.de](mailto:info@adfc-ms.de)

[www.adfc-ms.de](http://www.adfc-ms.de)

- "Radsportverein Münster von 1895" (Münster Cycling Association dating back to 1895): The oldest cycling association, which is also one of the largest in North Rhine-Westphalia. The association includes the five divisions racing, cycle tourism, mountainbiking/cross, unicycles and cycle ball.

Tel. 01 75 / 2 79 79 85

E-mail [kontakt@rsv-muenster.de](mailto:kontakt@rsv-muenster.de)

[www.rsv-muenster.de](http://www.rsv-muenster.de)

- Radsportfreunde Münster (Friends of Cycling in Münster): Activities ranging from cycle tourism to racing  
Tel. 02 51 / 27 14 23  
E-mail [rsf@muenster.org](mailto:rsf@muenster.org)  
[www.muenster.org/rsf](http://www.muenster.org/rsf)
- Tri Finish Münster: Founded in 1985 as the city's first triathlon association, Tri Finish offers racing and cycle tourism tours  
Tel. 01 79 / 1 27 49 03  
E-mail [kontakt@trifinish.de](mailto:kontakt@trifinish.de)  
[www.trifinish.de](http://www.trifinish.de)

In addition, several sports clubs also have cycling tour and racing divisions.

### Speciality sport II: Golf

Putting and teeing off is the rule at Münster's two golf clubs. The Münster-Tinnen golf club is based in Amelsbüren, while the Münster-Wilkinghege golf club's 18-hole green is located on the Steinfurter Straße, near the Münster-Nord (Münster North) motorway exit.

- Golfclub Münster-Tinnen (Münster-Tinnen golf club)  
Tel. 0 25 36 / 3 30 10 11  
E-mail [info@gc-tinnen.de](mailto:info@gc-tinnen.de)  
[www.golfclub-tinnen.de](http://www.golfclub-tinnen.de)
- Golfclub Münster-Wilkinghege (Münster-Wilkinghege golf club)  
Tel. 02 51 / 21 40 90  
E-mail [kontakt@golfclub-wilkinghege.de](mailto:kontakt@golfclub-wilkinghege.de)  
[www.golfclub-wilkinghege.de](http://www.golfclub-wilkinghege.de)

### Speciality sport III: Ballooning

The "Montgolfiade" balloon festival, which is held annually at the end of August, is one of the highlights on Münster's event calendar. The sight of 60 balloons rising up from the banks of Lake Aa is most impressive.

[www.montgolfiade-muenster.de](http://www.montgolfiade-muenster.de)

Ballooning can also be practised as a competitive sport at Münster's two ballooning associations. During the competitions, the distance and length of a balloon ride and the target journey are calculated. However, the associations also welcome those who are just "along for the ride".

- Freiballonsport-Verein Münster und Münsterland (Münster and Münsterland Free Ballooning Sports Association)  
Tel. 01 51 / 54 80 46  
E-mail [fsv-ms@web.de](mailto:fsv-ms@web.de)  
[www.freiballonsport-verein-muenster.de](http://www.freiballonsport-verein-muenster.de)

- Mongolfieren Club Gremmendorf (Gremmendorf Hot-Air Ballooning Club)  
Tel. 02 51 / 62 78 79  
E-mail [info@montgolfieren-club.de](mailto:info@montgolfieren-club.de)  
[www.montgolfieren-club.de](http://www.montgolfieren-club.de)

Some aeronautic companies also offer hot-air balloon rides:

- Ballooncharter  
Tel. 02 51 / 8 28 85  
E-mail [info@ballooncharter.de](mailto:info@ballooncharter.de)  
[www.ballooncharter.de](http://www.ballooncharter.de)
- Ballonteam Münster  
Tel. 02 51 / 32 84 88  
E-mail [ballonteam-muenster@t-online.de](mailto:ballonteam-muenster@t-online.de)  
[www.ballonteammuenster.de](http://www.ballonteammuenster.de)

## V.8 Theatre, cinema, music, sporting events

Daily newspapers and various magazines, including GIG, Ultimo, na dann, nanu, which are available free of charge at many inner city locations, contain details of events taking place in Münster.

The city's Press Office also maintains a detailed online event calendar, which also contains links with information about cinemas, city tours, further education events and local markets.

[www.termine.muenster.org](http://www.termine.muenster.org)

Other event overviews and leisure tips include:

[www.muenster.de/stadt/tourismus/veranstaltungen.html](http://www.muenster.de/stadt/tourismus/veranstaltungen.html)

[www.muenster-geht-aus.de](http://www.muenster-geht-aus.de)

[www.muenster.de/freizeit\\_tipps.html](http://www.muenster.de/freizeit_tipps.html)

### Cinemas in Münster

- Cineplex, Albersloher Weg 14  
Box office open daily from 2 pm – 11:30 pm, Sundays from 11:30 am – 11:30 pm  
Tel. 02 51 / 98 71 23 33  
E-mail [muenster@cineplex.de](mailto:muenster@cineplex.de)  
[www.cineplex.de/kino/home/city35](http://www.cineplex.de/kino/home/city35)
- Schloßtheater, Melchersstraße 81  
Box office open daily from 3 pm – 9 pm, Sundays from 10:30 am – 9 pm  
Tel. 02 51 / 2 25 79  
E-mail [muenster@cineplex.de](mailto:muenster@cineplex.de)  
<http://schlosttheater-munster.kino-zeit.de>

- Programmkinos Cinema, Warendorfer Straße 45–47  
Tel. 02 51 / 3 03 00  
E-mail [info@cinema-muenster.de](mailto:info@cinema-muenster.de)  
[www.cinema-muenster.de](http://www.cinema-muenster.de)

### Theatres (selection)

- Städtische Bühnen (Municipal Theatre), Neubrückenstraße 63  
Box office open daily from Tuesday to Friday from 10 am – 7:30 pm,  
Saturdays from 10 am – 2 pm  
Tel. 02 51 / 5 90 90  
Theatre box-office: Tel. 02 51 / 5 90 91 00  
E-mail [staedt.buehnen@stadt-muenster.de](mailto:staedt.buehnen@stadt-muenster.de)  
[www.stadttheater.muenster.de](http://www.stadttheater.muenster.de)
- GOP Varieté-Theater (GOP Variety Theatre), Bahnhofstraße 20–22  
Information and advance ticket sales: Tel. 02 51 / 4 90 90 90  
E-mail [info-muenster@variete.de](mailto:info-muenster@variete.de)  
[www.variete.de/Muenster](http://www.variete.de/Muenster)
- Theater im Pumpenhaus, Gartenstraße 123  
Ticket reservation: Tel. 02 51 / 23 34 43  
E-mail [karten@pumpenhaus.de](mailto:karten@pumpenhaus.de)  
[www.pumpenhaus.de](http://www.pumpenhaus.de)
- Wolfgang-Borchert-Theater (Wolfgang Borchert Theatre), Hafengeweg 6–8  
Tel. 02 51 / 39 90 70  
E-mail [verwaltung@wolfgang-borchert-theater.de](mailto:verwaltung@wolfgang-borchert-theater.de)  
[www.wolfgang-borchert-theater.de](http://www.wolfgang-borchert-theater.de)
- Boulevard Münster in the Königspassage  
Information and advance ticket sales: Tel. 02 51 / 4 14 04 00  
E-mail [info@boulevard-muenster.de](mailto:info@boulevard-muenster.de)  
[www.boulevard-muenster.de](http://www.boulevard-muenster.de)

### Museums (selection)

- Graphikmuseum Pablo Picasso (Pablo Picasso Museum of Graphic Arts),  
Königsstraße 5  
Tel. 02 51 / 41 44 10  
E-mail [info@graphikmuseum.de](mailto:info@graphikmuseum.de)  
[www.graphikmuseum.de](http://www.graphikmuseum.de)
- LWL-Landesmuseum für Kunst und Kulturgeschichte (LWL State  
Museum of Art and Cultural History), Domplatz 10  
Tel. 02 51 / 59 07 01  
E-mail [landesmuseum@lwl.org](mailto:landesmuseum@lwl.org)  
[www.lwl.org/LWL/Kultur/WLMKuK](http://www.lwl.org/LWL/Kultur/WLMKuK)

- Stadtmuseum (City Museum), Salzstraße 28  
Tel. 02 51 / 4 92-45 03  
E-mail [museum@stadt-muenster.de](mailto:museum@stadt-muenster.de)  
[www.muenster.de/stadt/museum](http://www.muenster.de/stadt/museum)
- Museum für Lackkunst (Museum of Lacquer Art), Windthorststraße 26  
Tel. 02 51 / 41 85 10  
[www.museum-fuer-lackkunst.de](http://www.museum-fuer-lackkunst.de)

### Event and concert locations

- Halle Münsterland, Albersloher Weg 32  
Advance ticket sales: Tel. 02 51 / 6 09 49 10  
Event programme and information: Tel. 02 51 / 6 60 00  
E-mail [info@halle-muensterland.de](mailto:info@halle-muensterland.de)  
[www.halle-muensterland.de](http://www.halle-muensterland.de)
- Stadthalle Hilstrup, Westfalenstraße in Münster-Hilstrup  
Event programme, information and advance ticket sales: Tel. 0 25 01 / 44 56 29  
E-mail [kaltmeier@stadt-muenster.de](mailto:kaltmeier@stadt-muenster.de)  
[www.muenster.de/stadt/stadthalle-hilstrup](http://www.muenster.de/stadt/stadthalle-hilstrup)

### Some event highlights

- "Send" fun fair:  
"Send" takes place three times a year. The Münsterland region's largest fun fair attracts hundreds of thousands of visitors. 250 showmen present traditional and modern fair ride sensations on the Hindenburgplatz in front of Münster's Palace in Spring, Summer and Autumn. A firework display traditionally lights up the evening skies on "Send" Friday.  
[www.muenster.de/stadt/send](http://www.muenster.de/stadt/send)
- Christmas markets:  
Visitors have the pick of five different Advent markets surrounded by the Old Town's festive illuminations. Toy stalls and jewellery and arts-and-crafts stands are perfect for browsing, as you savour the scent of toasted almonds, mulled wine and punch.  
[www.muenster.de/stadt/maerkte/weihnachtsmarkt.html](http://www.muenster.de/stadt/maerkte/weihnachtsmarkt.html)
- Night of the Museums and Galleries:  
During the "Schauraum" ("Showroom") festival, which concludes with the "Nacht der Museen und Galerien" ("Night of the Museums and Galleries"), the city centre showcases art, culture and savoir vivre over three days in August/September. Over 40 establishments remain open until midnight and no entry fees are charged. Special tours, readings and lectures make for an inspiring Night of the Museums.

- Eurocityfest (Eurocity Festival):  
Fun, culture and delicacies on the streets and squares of the Old Town – this is the “Eurocityfest” (Eurocity Festival), which is held every year at the end of May or at the beginning of June. Well-known performers and rising stars perform on several stages, while a special programme is always organised for children. For more information on Münster’s major open-air party, visit:  
[www.eurocityfest.de](http://www.eurocityfest.de)
- Shrove Monday procession:  
Native “Münsterländer”, or citizens from the Münsterland region, are by no means as stolid and impassive as the story goes. Their inner flamboyance comes to light at carnival time. The highlight of the crazy carnival season is the Shrove Monday procession, when the Old Town is firmly in the jesters’ hands. Members of 40 associations from Münster and the surrounding area parade through the city on foot and on magnificently decorated floats. Associations from the Netherlands also participate, bringing with them particularly colourful floats and groups.  
[www.bmk-helau.de](http://www.bmk-helau.de)  
[www.muenster.de/kulturell\\_karneval.html](http://www.muenster.de/kulturell_karneval.html)
- Münster marathon:  
The motto of the annual Münster marathon is “Laufen aus Leidenschaft” (“Running for Passion”). Around 6,000 professionals and amateurs attempt the 42 kilometre long route, cheered on by enthusiastic spectators. Those who would prefer not to run the entire route can form a team with like-minded runners and enter the relay marathon.  
Information and registration:  
Münster marathon, Tel. 02 51 / 9 27 72 88  
E-mail [info@volksbank-muenster-marathon.de](mailto:info@volksbank-muenster-marathon.de)  
[www.volksbank-muenster-marathon.de](http://www.volksbank-muenster-marathon.de)
- “Münsterland-Giro” cycle race:  
The cycling elite meets in Münster every year on 3<sup>rd</sup> October in order to compete in the Münsterland-Giro cycle race, a 200 kilometre route through the region. The highlight is the home stretch against the magnificent backdrop of Münster’s Palace. Even ambitious amateur cyclists can get in the saddle. They have a choice of three open races, with distances between 60 and 130 kilometres.  
Information and registration: [www.sparkassen-muensterland-giro.de](http://www.sparkassen-muensterland-giro.de)
- “Turnier der Sieger” (“Tournament of Champions“):  
The “Turnier der Sieger” (“Tournament of Champions“) is one of the highlights of the equestrian calendar. The dressage and jumping elite meets every August in front of Münster’s Palace. The exclusive jumping

series, the Riders Tour, also stops in Münster in August.

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

## V.9 For children and families

Münster is child-friendly. The city is home to 330 playgrounds, spread across the entire city. Each district also has a children's and youth club. Both the city itself and a host of associations, organisations and groups offer a range of activities and services for the entire family.

- Information: städtisches Kinderbüro (Municipal Children's Office), Junkerstraße 1  
Monday to Friday from 9 am – 12 pm, Thursday afternoons from 2:30 pm – 6 pm and by arrangement  
Tel. 02 51 / 4 92-51 09  
E-mail [kinderbuero@stadt-muenster.de](mailto:kinderbuero@stadt-muenster.de)  
[www.stadt-muenster.de/kinderbuero](http://www.stadt-muenster.de/kinderbuero)
- Information on activities for children and teenagers:  
[www.muenster.de/kinder\\_jugendliche.html](http://www.muenster.de/kinder_jugendliche.html)

### Holiday clubs for children

Children in Münster are spoiled for choice during school holidays. The Municipal Children's Office and its partners ensure that children are well catered for with holiday clubs organised in the Easter, Summer and Autumn holidays.

In summer, the little ones look forward to the "Atlantis" holiday city. An eventful all-day programme in the Wienburgpark awaits them every day for three weeks. The advantage for parents with jobs is that they know that their children are in good hands during holiday periods. Other associations also offer reliable care options during school holidays. The "Kinder-Film-Fest" (children's film festival) takes place during the autumn half-term. The holiday newspapers "Osterhits für Kids" ("Easter Hits for Kids") and "Sommerhits für Kids" ("Summer Hits for Kids") and the children's film festival programme describe all the activities on offer.

[www.stadt-muenster.de/kinderbuero](http://www.stadt-muenster.de/kinderbuero)

Holiday trips and other holiday options within Münster, other cities and abroad are also organised for children and teenagers. Non-profit-making tour operators from Münster advertise these in an online database.

[www.jugend.muenster.de](http://www.jugend.muenster.de)

## “Maxi-Turm“ and “Maxi-Sand“

Parents sometimes find it easier to run errands or go to the doctor or the authorities without their children in tow. Those in need of a little downtime can leave their children (aged between four and ten) at the Maxi-Turm on the Prinzipalmarkt, where a childcare service is provided. There is no need to register in advance. The kids can climb, play or listen to stories while their parents are away. Qualified staff care for the children for up to three hours.

Maxi-Turm im Stadthaupturm, Prinzipalmarkt 15

Monday to Friday from 2 pm – 6 pm, Saturday from 10 am – 6 pm

The “Maxi-Turm“ is closed from the second to the fifth week of the school summer holidays (2009: 13th July – 8th August). Info: Tel. 4 92-55 55.

The “Maxi-Sand“ is a little oasis for children aged up to six years and their parents. The giant sand-pit, located on the Syndikatplatz, is always available for use during the summer months. Buckets, spades and moulds are dealt out on a daily basis apart from Sundays. Parents remain responsible for looking after their children. Older children can play in the sand from 6 pm onwards, when a volleyball net is set up.

“Maxi-Sand“, Syndikatplatz, May to September daily from 11 am – 6 pm with the exception of Sundays.

[www.muenster.de/stadt/kinderbuero/maxi.html](http://www.muenster.de/stadt/kinderbuero/maxi.html)

## **VI. Good to know**

The majority of municipal institutions and offices are located in the three major “Stadthäuser“ buildings.

- Stadthaus 1, Klemensstraße 10: central duties, including Local Public Office, School Office, Civil Registry Office, Münster Information Point, Lord Mayor’s Office
- Stadthaus 2, Ludgeriplatz 2 and neighbouring building on Hafenstraße 8: social duties, including Social Welfare Office, Municipal Housing Office, Foreigners’ Registration Office
- Stadthaus 3, Albersloher Weg 43: technical offices, including those for the fields of planning, building and environment

Opening hours: usually from Monday to Friday from 8 am to 12 pm and Thursdays from 3 pm to 6 pm; however, many offices and institutions are open all day from Monday to Thursday, and some are even open on Saturdays.

Postal address of the municipal authorities:

Stadt Münster

48127 Münster

Tel. 02 51 / 4 92 -0

Fax 02 51 / 4 92-77 00

E-mail [stadtverwaltung@stadt-muenster.de](mailto:stadtverwaltung@stadt-muenster.de)

[www.muenster.de/stadt](http://www.muenster.de/stadt)

## **VI.1 Amt für Bürgerangelegenheiten – Bürgerbüro Mitte (Citizens' Affairs Office – Central Office)**

The Citizens' Affairs Office and its subsidiary offices are crucial information points.

The Bürgerbüro Mitte (Central Citizens Office) in Stadthaus 1 provides advice on the following issues, among others: Registration matters (registration, de-registration, change of address after moving), altering the address on car registration documents, issuing residents' parking permits and parking permits for the severely handicapped, applying for identity cards and passports, applying for or altering wage tax cards, applying for or de-registering dog licences, lost property, certificates of good conduct, accreditation of documents and signatures, exemption from radio and television licence fees.

- Amt für Bürgerangelegenheiten – Bürgerbüro Mitte (Citizens' Affairs Office –Central Office), Stadthaus 1, Klemensstraße 10  
Tel. 02 51 / 4 92-33 33  
E-mail [buengerbuero-mitte@stadt-muenster.de](mailto:buengerbuero-mitte@stadt-muenster.de)  
[www.muenster.de/stadt/buengeramt](http://www.muenster.de/stadt/buengeramt)  
[www.muenster.de/stadt/buengeramt/citizens\\_office.html](http://www.muenster.de/stadt/buengeramt/citizens_office.html)
- Monday to Thursday from 8 am – 6 pm, Friday and Saturday from 8 am – 12 pm
- Forms to download:  
[www.muenster.de/stadt/buengeramt/formulare.html](http://www.muenster.de/stadt/buengeramt/formulare.html)
- Virtual Citizens' Office: It is possible to settle many affairs online via your home computer:  
[www.muenster.de/stadt/buengeramt/virt\\_buengerbuero.html](http://www.muenster.de/stadt/buengeramt/virt_buengerbuero.html)
- Table of charges for services:  
[www.muenster.de/stadt/buengeramt/gebuehren.html](http://www.muenster.de/stadt/buengeramt/gebuehren.html)

### Lost property offices

The Citizens' Affairs Office includes the lost property offices in Stadthaus 1 and in the district administration offices. Those who have misplaced their bicycles may be reunited with them at the lost bicycle office. The Municipal

Public Order Office also stores bicycles there which have been parked in a disorderly or obstructive manner.

- Fundbüro Mitte im Stadthaus 1 (Central Lost Property Office), room 159  
Monday to Thursday from 8 am to 6 pm, Friday and Saturday from 8 am to 12 pm  
Tel. 02 51 / 4 92-33 33  
E-mail [fundbuero@stadt-muenster.de](mailto:fundbuero@stadt-muenster.de)  
[www.muenster.de/stadt/buergeramt/lost\\_property\\_office.html](http://www.muenster.de/stadt/buergeramt/lost_property_office.html)
- Fundfahrradstation (Lost Bicycle Office), Hafenstraße 66  
Monday to Friday from 8 am – 12 pm, Monday afternoons from 2 pm – 6 pm  
Tel. 02 51 / 6 06 88 46  
[www.muenster.de/stadt/buergeramt/fundfahrradstation.html](http://www.muenster.de/stadt/buergeramt/fundfahrradstation.html)

It is possible to look for lost items via both the lost property office homepage and those of several other institutions:

- Lost property office online:  
[www.muenster.de/stadt/buergeramt/fundbuero-online.html](http://www.muenster.de/stadt/buergeramt/fundbuero-online.html)
- “Stadtwerke“: [www.stadtwerke-muenster.de/fahrgaeste/service/kontakt/fundsachen.php](http://www.stadtwerke-muenster.de/fahrgaeste/service/kontakt/fundsachen.php)
- Westfalen Bus (Westphalian buses):  
<http://wb.eurocit.com/?fundsachen&url=35>
- Deutsche Bahn (German railways):  
[www.bahn.de/p/view/service/bahnhof/fundservice.shtml](http://www.bahn.de/p/view/service/bahnhof/fundservice.shtml)

### District administration offices and citizens' offices

It is not always necessary to go to Stadthaus 1 in order to arrange all official matters. The city's five district administration offices and three district citizens' offices also offer a range of services. Exceptions include naturalisation and nationality-related matters.

- Bezirksverwaltung Hilstrup (Hilstrup District Administration Office), Patronatsstraße 20  
Monday to Friday from 8 am – 12 pm, Monday and Thursday afternoons from 2 pm – 6 pm  
Tel. 0 25 01 / 4 45 60  
E-mail [bezirksverwaltung-hilstrup@stadt-muenster.de](mailto:bezirksverwaltung-hilstrup@stadt-muenster.de)  
[www.muenster.de/stadt/buergeramt/bv-hilstrup.html](http://www.muenster.de/stadt/buergeramt/bv-hilstrup.html)
- Bezirksverwaltung Nord in Kinderhaus (District Administration Office North), Idenbrockplatz 26  
Monday to Friday from 8 am – 12 pm, Thursday afternoons from 2 pm – 6 pm  
Tel. 02 51 / 4 92-16 01  
E-mail [bezirksverwaltung-nord@stadt-muenster.de](mailto:bezirksverwaltung-nord@stadt-muenster.de)  
[www.muenster.de/stadt/buergeramt/bv-nord.html](http://www.muenster.de/stadt/buergeramt/bv-nord.html)

- Bezirksverwaltung Südost in Wolbeck (District Administration Office South-East), Am Steintor 50  
Monday to Friday from 8 am – 12 pm, Thursday afternoons from 2 pm – 6 pm  
Tel. 0 25 06 / 9 31 90  
E-mail [bezirksverwaltung-suedost@stadt-muenster.de](mailto:bezirksverwaltung-suedost@stadt-muenster.de)  
[www.muenster.de/stadt/buergeramt/bv-suedost.html](http://www.muenster.de/stadt/buergeramt/bv-suedost.html)
- Bezirksverwaltung West in Roxel (District Administration Office West), Pantaleonplatz 7  
Monday to Friday from 8 am – 12pm, Thursday afternoons from 2 pm – 6 pm  
Tel. 0 25 34 / 5 88 54-0  
E-mail [bezirksverwaltung-west@stadt-muenster.de](mailto:bezirksverwaltung-west@stadt-muenster.de)  
[www.muenster.de/stadt/buergeramt/bv-west.html](http://www.muenster.de/stadt/buergeramt/bv-west.html)
- Bezirksverwaltung Ost in Handorf (District Administration Office East), Vennemannstraße 5  
Monday to Wednesday from 8 am – 12 pm, Tuesday and Thursday afternoons from 2 pm – 6 pm  
Tel. 02 51 / 21 09 70  
E-mail [bezirksverwaltung-ost@stadt-muenster.de](mailto:bezirksverwaltung-ost@stadt-muenster.de)  
[www.muenster.de/stadt/buergeramt/bv-ost.html](http://www.muenster.de/stadt/buergeramt/bv-ost.html)
- Bürgerbüro Coerde (Coerde Citizens' Office), Hamannplatz 39  
Tuesday afternoons from 2 pm – 6 pm  
Tel. 02 51/ 4 92-16 50  
E-mail [buergerbuero-coerde@stadt-muenster.de](mailto:buergerbuero-coerde@stadt-muenster.de)  
[www.muenster.de/stadt/buergeramt/bb-coerde.html](http://www.muenster.de/stadt/buergeramt/bb-coerde.html)
- Bürgerbüro Gremmendorf (Gremmendorf Citizens' Office), Albersloher Weg 550  
Monday and Wednesday afternoons from 2 pm – 6 pm  
Tel. 02 51 / 4 92-16 57  
E-mail [buergerbuero-gremmendorf@stadt-muenster.de](mailto:buergerbuero-gremmendorf@stadt-muenster.de)  
[www.muenster.de/stadt/buergeramt/bb-gremmendorf.html](http://www.muenster.de/stadt/buergeramt/bb-gremmendorf.html)
- Bürgerbüro Gievenbeck (Gievenbeck Citizens' Office), Rüschausweg 17  
Tuesday and Thursday afternoons from 2 pm – 6 pm, Friday from 8 am – 12 pm  
Tel. 02 51 / 4 92-16 77  
E-mail [buergerbuero-gievenbeck@stadt-muenster.de](mailto:buergerbuero-gievenbeck@stadt-muenster.de)  
[www.muenster.de/stadt/buergeramt/bb-gievenbeck.html](http://www.muenster.de/stadt/buergeramt/bb-gievenbeck.html)

## VI.2 A selection of other offices, institutions and contact partners

- Abfallwirtschaftsbetriebe Münster (AWM – Waste Management Services), Rösnerstraße 10  
Information on waste disposal, bulky refuse, removal dates and charges open from Monday to Thursday from 7 am – 5 pm, Friday from 7 am – 4 pm  
Tel. 02 51 / 60 52 53  
E-mail [awm@stadt-muenster.de](mailto:awm@stadt-muenster.de)  
[www.awm.muenster.de](http://www.awm.muenster.de)
- Amt für Ausländerangelegenheiten (Foreigners' Registration Office), Stadthaus 2, Ludgeriplatz 4  
Responsibilities include residence and employment permits for non-EU citizens  
Monday to Friday from 8 am – 12 pm, Thursday afternoons from 3 pm – 6 pm  
Tel. 02 51 / 4 92-36 36  
E-mail [auslaenderamt@stadt-muenster.de](mailto:auslaenderamt@stadt-muenster.de)  
[www.muenster.de/stadt/auslaenderangelegenheiten/en/home.html](http://www.muenster.de/stadt/auslaenderangelegenheiten/en/home.html)
- Gesundheitsamt (Health Office), Stühmerweg 8  
Monday to Friday from 8 am – 12 pm, Thursday afternoons from 3 pm – 6 pm  
Tel. 02 51 / 4 92-53 77  
E-mail [gesundheitsamt@stadt-muenster.de](mailto:gesundheitsamt@stadt-muenster.de)  
[www.muenster.de/stadt/gesundheitsamt](http://www.muenster.de/stadt/gesundheitsamt)
- Amt für Kinder, Jugendliche und Familien (Office for Children, Young Adults and Families), Hafestraße 30  
Monday to Friday from 9 am – 12 pm, Thursday afternoons from 2:30 pm – 6 pm  
Tel. 02 51 / 4 92-51 01  
E-mail [jugendamt@stadt-muenster.de](mailto:jugendamt@stadt-muenster.de)  
[www.muenster.de/stadt/jugendamt](http://www.muenster.de/stadt/jugendamt)
- Beratungsstelle für Kindertagesbetreuung (Children's Day Care Advisory Service), Junkerstraße 1  
Monday to Friday from 9 am – 12pm, Thursday afternoons from 2:30 pm – 6 pm  
Tel. 02 51 / 4 92-51 62  
Municipal children's day care services online:  
[www.muenster.de/stadt/jugendamt/e\\_kitas-liste.html](http://www.muenster.de/stadt/jugendamt/e_kitas-liste.html)
- Familienbüro (Family Office), Junkerstraße 1  
Monday to Friday from 9 am – 12 pm, Thursday afternoons from 2:30 pm – 6 pm and by arrangement

Tel. 02 51 / 4 92-51 08

E-mail [familienbuero@stadt-muenster.de](mailto:familienbuero@stadt-muenster.de)

- Ordnungsamt (Municipal Public Order Office), Stadthaus 1, Klemensstraße 10  
Monday to Friday from 8 am – 12 pm, Thursday afternoons from 3 pm – 6 pm  
Service hotline for all public safety and order matters:  
Tel. 02 51/4 92-32 99  
E-mail [ordnungsamt@stadt-muenster.de](mailto:ordnungsamt@stadt-muenster.de)  
[www.muenster.de/stadt/ordnungsamt](http://www.muenster.de/stadt/ordnungsamt)
- Wirtschaftsförderung Münster GmbH, Steinfurter Straße 60a  
Advice on setting up or growing your own business and questions regarding Münster as a suitable location.  
Monday to Thursday from 8 am – 6 pm, Friday from 8 am – 3:30 pm.  
Consultations by arrangement.  
Tel. 02 51 / 68 64 20  
E-mail [info@wfm-muenster.de](mailto:info@wfm-muenster.de)  
[www.wfm-muenster.de](http://www.wfm-muenster.de)

### VI.3 Emergency medical services

Münster's daily newspapers publish lists of doctors and chemists that are open on bank holidays or provide a night-service. The city's press office also publishes a list of all emergency services. This can be found at:

[www.muenster.de/notdienste](http://www.muenster.de/notdienste)

- Emergency medical services:  
CHI (compulsory health insurance) association emergency number:  
Wednesdays from 1 pm, Saturdays from 8 am until Mondays at 7 am  
Tel. 02 51 / 1 92 92  
In Münster-Hiltrup: Tel. 0 25 01 / 1 92 92,  
Emergency dental service: Tel. 02 51 / 1 44 95 88.
- Emergency chemist's service: Westphalia-Lippe Union of Chemists  
emergency services finder:  
[www.akwl.de/service/notdienstkalender.php](http://www.akwl.de/service/notdienstkalender.php)

### VI.4 Emergency numbers for the fire brigade, rescue service, emergency doctor and police

It is an undeniable fact that every second counts in the case of accidents involving injured persons, sudden heart attacks or similar emergencies. Calling the emergency numbers, which are free from all telephone lines, ensures that help is at hand as quickly as possible.

- Münster fire brigade and emergency doctors: Tel. 112  
The fire services will need the following information:

Who is calling? Where are they calling from?

Where did the incident happen (location, street, house number)?

What happened (fire, accident or similar)?

[www.muenster.de/stadt/feuerwehr/index\\_notrufe.html](http://www.muenster.de/stadt/feuerwehr/index_notrufe.html)

- Emergency number for the police: Tel. 110  
[www1.polizei-nrw.de/muenster/Im%20Notfall](http://www1.polizei-nrw.de/muenster/Im%20Notfall)
- Polizeipräsidium Münster (Münster police headquarters)  
Tel. 02 51 / 27 50  
E-mail [poststelle.muenster@polizei.nrw.de](mailto:poststelle.muenster@polizei.nrw.de)  
[www1.polizei-nrw.de/muenster/Start](http://www1.polizei-nrw.de/muenster/Start)

## VI.5 Media in Münster

What's going on in Münster? Newspapers, radio, television and online media are all on hand to keep you up to date with life in the city. Free local newspapers are also delivered every Wednesday and Sunday.

For an overview of all media in Münster and the surrounding area, published by the press office, go to:

[www.muenster.de/stadt/medien/medienverteiler.pdf](http://www.muenster.de/stadt/medien/medienverteiler.pdf)

### Daily newspapers

- "Westfälische Nachrichten"  
Soester Straße 13  
Tel. 02 51 / 69 07 71  
E-mail [redaktion.ms@westfaelische-nachrichten.de](mailto:redaktion.ms@westfaelische-nachrichten.de)  
[www.westfaelische-nachrichten.de](http://www.westfaelische-nachrichten.de)
- "Münstersche Zeitung"  
Neubrückenstraße 8-11  
Tel. 02 51 / 5 92 41 51  
E-mail [www.muensterschezeitung.de/kontakt/kontaktformular/](http://www.muensterschezeitung.de/kontakt/kontaktformular/)  
[www.muensterschezeitung.de](http://www.muensterschezeitung.de)

### Local newspapers

- "Hallo Münster" (Wednesdays and Sundays)  
Soester Straße 13  
Tel. 02 51 / 6 90 96 11  
E-mail [redaktion@hallo-muenster.de](mailto:redaktion@hallo-muenster.de)  
[www.hallo-muenster.de](http://www.hallo-muenster.de)
- "Kaufen und Sparen" / Münsterische Sonntagszeitung (Münster Sunday newspaper) (Wednesdays and Sundays)  
An der Apostelkirche 2  
Tel. 02 51 / 41 84 60

E-mail [redaktion@kus-muenster.de](mailto:redaktion@kus-muenster.de)

[www.kus-muenster.de](http://www.kus-muenster.de)

- “Münster am Sonntag“  
Bahnhofstraße 18  
Tel. 02 51 / 4 44 31  
E-mail [muenster-am-sonntag@web.de](mailto:muenster-am-sonntag@web.de)  
[www.muenster-am-sonntag.de](http://www.muenster-am-sonntag.de)

### Online newspapers

- echo-muenster.de  
Kettelerstraße 9  
Tel. 02 51 / 13 12 45 66  
E-mail [redaktion@echo-muenster.de](mailto:redaktion@echo-muenster.de)  
[www.echo-muenster.de](http://www.echo-muenster.de)

### Radio and TV

- WDR Studio Münster  
Mondstraße 144  
Tel. 02 51 / 3 11 30  
E-mail [studio.muenster@wdr.de](mailto:studio.muenster@wdr.de)  
[www.wdr.de/studio/muenster/nachrichten](http://www.wdr.de/studio/muenster/nachrichten)
- Antenne Münster  
Nevinghoff 14  
Tel. 02 51 / 2 89 54-0  
E-mail [redaktion@antennemuenster.de](mailto:redaktion@antennemuenster.de)  
[www.antenne-muenster.de](http://www.antenne-muenster.de)

## **VII. More information about Münster published in English**

The municipal authorities in Münster also provide a series of information in English.

The press office publishes information and tips on living and working, education, transport, authorities and leisure in Münster online at:

[www.muenster.de/en](http://www.muenster.de/en)

The Local Public Office, the Municipal Immigration Office and Münster Marketing also offer an extensive range of information online – also available in English.

[www.muenster.de/stadt/buergeramt/citizens\\_office.html](http://www.muenster.de/stadt/buergeramt/citizens_office.html)

[www.muenster.de/stadt/auslaenderangelegenheiten/en/home.html](http://www.muenster.de/stadt/auslaenderangelegenheiten/en/home.html)

[www.muenster.de/stadt/tourismus/en/index.html](http://www.muenster.de/stadt/tourismus/en/index.html)

Information and leaflets regarding events, sightseeing and other issues can be obtained from:

Münster-Information (Münster Information Point)

- Stadthaus 1, Heinrich-Brüning Straße 9  
Monday to Friday from 9:30 am – 6 pm, Saturday from 9:30 am – 1 pm  
Tel. 02 51 / 4 92-27 10
- Branch office in the historic Town Hall, Prinzipalmarkt  
Tuesday to Saturday from 10 am – 5 pm, Sundays and bank holidays  
from 10 am – 4 pm  
Tel. 02 51 / 4 92-27 24

[www.muenster.de/stadt/tourismus/en](http://www.muenster.de/stadt/tourismus/en) (information also available in other languages)

The press office has also released two films about Münster, which are available in German and English:

- "Münster"
- "Münster – Stadt der Skulpturen" ("Münster – City of Sculptures")  
[www.muenster.de/stadt/medien/filme\\_film\\_skulpturen\\_englisch.html](http://www.muenster.de/stadt/medien/filme_film_skulpturen_englisch.html)