



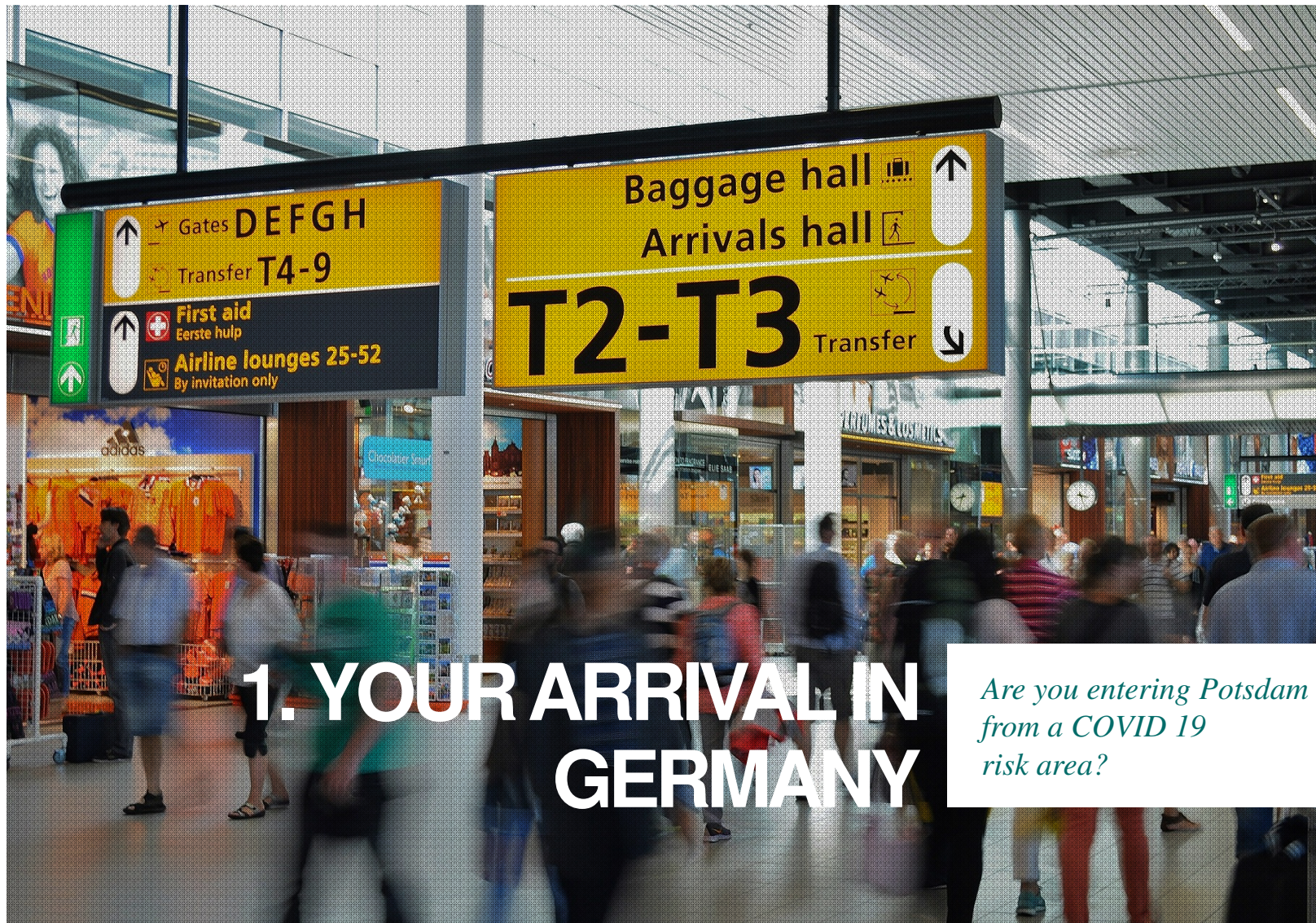
**Studentenwerk Potsdam**  
*Anstalt des öffentlichen Rechts*

STUDENTENWERK  
POTSDAM

# **STUDENT HOUSING @ STUDENTENWERK POTSDAM**

# DORM LIFE IN POTSDAM EXPLAINED IN 4 STEPS

- 1. Your Arrival in Germany*
- 2. Moving In*
- 3. Dorm Life*
- 4. Moving Out*



# 1. YOUR ARRIVAL IN GERMANY

*Are you entering Potsdam from a COVID 19 risk area?*



# ARE YOU ENTERING POTSDAM FROM A COVID 19 RISK AREA?

- Please inform yourself in time about the currently valid Corona entry regulations.
- Should a quarantine be ordered after entry, this is not possible in the dormitories of the Studentenwerk. Please arrange for alternative accommodation in good time.
- Further information can be found on our website at <https://www.studentenwerk-potsdam.de/en/housing/frequently-asked-questions-residences/>
- as well as on the pages of the Federal Ministry of Health (<https://www.bundesgesundheitsministerium.de/en/en.html>)





## 2. MOVING IN

*General Information*  
*Rental Agreement*  
*Handover Certificate*  
*Internet Access*



## 2. MOVING IN

### General Information

- Submit your certificate of enrollment for the winter semester 2021 (if not already done).
- The rent is due by the 3rd working day of the month (alternatively you can pay the rent for the entire semester).
- Cash deposits and payments at the cash desk at the Studentenwerk headquarters are currently not possible.
- You will receive your deposit back after moving out, once there are no rent arrears outstanding. This process can take up to 6 months.



## 2. MOVING IN

### Rental Agreement

- You cannot terminate your rental agreement.
  - *You must pay rent during the whole rental period.*
- You cannot sublet your room – unless you have our permission.
- You cannot move into another hall of residence.
- You cannot change the rooms structurally (build a wall etc.).
- Please report damages immediately to the dormitory caretaker.
- Please contact us if any problems occur.

## 2. MOVING IN

### Handover Certificate

- You need to sign the handover certificate provided by the caretaker within 10 days after moving in.
  - *This way you make sure that you cannot be held responsible for existing damages.*
  - *If you do not sign the certificate, you can be held responsible and **get charged** for damages when you hand the room back over to the caretaker at the end of the semester.*
- Please inform the caretaker immediately if you spot existing damages.
- If your furniture or keys go missing during the rental period, you get charged for the damage caused.





## 2. MOVING IN

### Internet Access

- An internet connection can only be provided by the university service provider in a separate contract based on the existing LAN connections.
- You need to register with ZIM (Zentrum für Informationstechnologie und Medienmanagement) at Potsdam University



- +49 331 977-1222



- [zim-office@uni-potsdam.de](mailto:zim-office@uni-potsdam.de)



### 3. DORM LIFE

*Resident Tutors*  
*Hygiene Instructions*  
*House Rules*  
*Fire Protection*



## 3. DORM LIFE

### Resident Tutors

- These are student volunteers, who live in the same residential hall as you.
- They help you to settle in and facilitate the contact between German and international students.
- They inform and assist you with all matters concerning living and studying in Potsdam.
- They organise cultural events and small parties for the residents of the residential home:
  - *For more information, check out the ESN calendar:*  
<https://potsdam.esn-germany.de/de/events>
- Find out, which resident tutor is responsible for your hall of residence here:
  - <https://www.studentenwerk-potsdam.de/housing/resident-tutors/?L=1>





### 3. DORM LIFE

#### Hygiene Instructions – What you can do to contain the pandemic:

- Please keep the common areas such as bathrooms and kitchens clean
- Please always wear a medical or FFP2 mask in common areas such as hallways, kitchens and restrooms.
- Please use the kitchens only for cooking, but not as a common room.
- Make yourself familiar with hygiene tips.
- Please refrain from parties, BBQs, sporting events and meetings with more than two people.
- Please do not call guests to your apartment (exception: approved subtenants).

## 3. DORM LIFE

### House Rules

- Please keep the rooms clean.
- Smoking is not permitted in the common areas.
- Please look after your personal belongings and always lock your room when leaving.
- Please respect other students' privacy.
- Please separate your rubbish.
- Between 1 and 3 pm and between 10 pm and 6 am tenants must refrain from making any kind of noise.
- Pets are not allowed.
- Please do not paint walls or ceilings.
- If you are planning to drill holes, please consult the caretaker first.
- Find the house rules here:
  - <https://www.studentenwerk-potsdam.de/en/housing/downloads-residences/>



## 3. DORM LIFE

### Fire Protection

- Please read the fire protection regulation carefully.
- In the event of a fire alarm, please leave the building immediately by the fastest route only.
  - *Use the stairs - not the elevators*
- Fires must be reported to the fire department (112)
- Do not damage the fire alarm system – this will result in termination without notice and you will get charged for the damage caused.
- Please do not keep flammable materials in your rooms.
- BBQs are possible in the designated areas, but you first need to get the caretaker's permission.
- Find the fire protection regulation here:
  - <https://www.studentenwerk-potsdam.de/en/housing/downloads-residences/>





## 4. MOVING OUT

*General Information*

## 4. MOVING OUT

### General Information

- Please make an appointment with the caretaker at least **2 weeks before** you move out.
- During this visit you must schedule an appointment for the final room handover, where you must also return the keys.
- You will then receive the handover certificate.
- Once you hand in the handover certificate to the Studentenwerk, we will refund your deposit – this process can take up to 6 months.





# QUESTIONS? PLEASE READ OUR FAQ!

<https://www.studentenwerk-potsdam.de/en/housing/frequently-asked-questions-residences/>





# WE WISH YOU A PLEASANT STAY IN POTSDAM :-)!

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*14473 Potsdam*

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[https://www.instagram.com/studentenwerk\\_potsdam/](https://www.instagram.com/studentenwerk_potsdam/)



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[www.studentenwerk-potsdam.de](http://www.studentenwerk-potsdam.de)



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