



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

SUMMER SEMESTER 2024

# **STUDENT HOUSING @ STUDENTENWERK POTSDAM**



# DORMLIFE IN POTSDAM EXPLAINED IN 5 STEPS

- 1. Planning your arrival*
- 2. Rental Agreement*
- 3. Moving In*
- 4. Dorm Life*
- 5. Moving Out*





# 1. PLANNING YOUR ARRIVAL

*When should you arrive and what do you need to consider?*

# 1. PLANNING YOUR ARRIVAL

## When to arrive and what to consider

- It is generally not possible to move in the residence hall before the day your rental agreement becomes valid, as the rooms are rented out until the last day of the previous month.  
→ Book your flight or transport accordingly, so that you either can move directly into the room in the residence hall when you arrive or have a place to stay until you can move in.
- Make an appointment with the caretaker to move in by email. You can find the contact details on our homepage.
- **Room handover with the caretaker: Monday to Friday, from 7:00 am to 3:30 pm**
- If the rental agreement starts on a Saturday, Sunday or a public holiday, the room cannot be handed over until the next working day!





## 2. THE RENTAL AGREEMENT

*Conditions*  
*General information*  
*Termination, Subletting,*  
*Changing rooms*

## 2. THE RENTAL AGREEMENT

Are you ready to sign the rental agreement?

- Submit your certificate of enrollment for the summer semester 2024 to the Studentenwerk (if not already done).
- Every tenant is obliged to provide a direct debit mandate to pay the rent.
- You sign the lease agreement in the office of your personal administrator at the Studentenwerk headquarters or directly on the Neues Palais campus on the University of Potsdam's welcome day. Information on this can be obtained from the International Office of the University.
- Only after that you can move in.

## 2. THE RENTAL AGREEMENT

### General information

- The monthly rent includes
  - Basic rent, heating costs, operational costs as well as electricity
  - Furnishing with a bed, a wardrobe, a shelf, a table and a chair
  - Basic equipment Sat-TV
  - free use of the common areas
  - Not included: Internet use (separate registration at the university necessary) and TV license fee
- The monthly rent is due on the first day of the month. **The Studentenwerk must receive the payment on the third day of the month at the latest** (alternatively you can pay the rent for the entire semester).
- You will receive your deposit back after moving out, once there are no rent arrears outstanding. This process can take up to 6 months.

There are no additional charges on operational costs!

## 2. THE RENTAL AGREEMENT

### Termination, subletting, changing rooms

- You cannot terminate your rental agreement ahead of time.  
→ *You must pay rent during the whole rental period!*
- If you want to sublet your room, you need the permission of the Studentenwerk Potsdam.
- Due to high demand, the chances of moving to another residence hall during the semester are quite low. Also, it is generally not possible to move at the start of a new semester.
- **Please report damages immediately to the caretaker in your residence hall.**
- Please contact us if any problems occur.







### 3. MOVING IN

*Handover Certificate*  
*Internet Access*

# 3. 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 already 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.



# 3. 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



A photograph of a man and a woman in a kitchen. The man, with curly hair and glasses, is smiling and looking at the woman. The woman, with short dark hair, is wearing a yellow shirt and is holding a wooden spoon, stirring a pot on the stove. The kitchen has white cabinets, a range hood, and a string of lights hanging from the cabinets. There are potted plants on the counter.

## 4. DORM LIFE

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



## 4. DORM LIFE

### Residence worker and tutors

- Our Residence Worker is available to students in the residence halls for advice in person and on-site.
- He provides support in questions of good coexistence, mediates in conflicts and looks for solutions to individual problem situations.
- The residence tutors are students who live in the residence halls and support community life through social activities and events.
- More information on the residence worker and the tutors in your residence hall can be found on our website:

[www.studentenwerk-potsdam.de/en/housing/residence-support](http://www.studentenwerk-potsdam.de/en/housing/residence-support)

- Additionally, the Erasmus Student Network (ESN) Potsdam organises cultural events and small parties and can be reached for questions:  
<https://potsdam.esn-germany.de/?q=events>



Our Residence Worker Holger Schmidt



# 4. DORM LIFE

## House Rules

- Please keep the rooms clean and separate your rubbish.
- Smoking is not permitted in the common areas.
- Please look after your personal belongings and always lock your room when leaving.
- Between 1 and 3 pm and between 10 pm and 6 am tenants must refrain from making any loud noise.
- Pets are not allowed.
- Please do not paint walls or ceilings. If you are planning to drill holes, please consult the caretaker first.
- As a tenant you have the responsibility to save energy whenever possible
- House rules:

<https://www.studentenwerk-potsdam.de/en/housing/downloads-residences/>



# 4. 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!**
- **In case of a fire call the fire department! (☎ 112)**
- Do not damage the fire alarm system on purpose – this will result in termination of your rental contract without notice and you will get charged for the damage caused.
- Please do not keep flammable materials in your rooms.
- BBQs are not allowed during the dry summer season. Outside this period, contact the caretaker to ask for permission.
- Find the fire protection regulation here:  
[www.studentenwerk-potsdam.de/en/housing/downloads-residences/](http://www.studentenwerk-potsdam.de/en/housing/downloads-residences/)



## 5. MOVING OUT

*General Information*



# 5. 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!

[www.studentenwerk-potsdam.de/en/housing/frequently-asked-questions-residences/](http://www.studentenwerk-potsdam.de/en/housing/frequently-asked-questions-residences/)

# WE WISH YOU A PLEASANT STAY IN POTSDAM!

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