



Studentenwerk Potsdam
Anstalt des öffentlichen Rechts

WINTER SEMESTER 2022/23

STUDENT HOUSING @ STUDENTENWERK POTSDAM



DORMLIFE 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?

STUDYING IN GERMANY IN TIMES OF COVID-19

Current Situation

- At the moment, we do not have any COVID-19 restrictions in place in our dorms, canteens or at the headquarters of the Studentenwerk. Nevertheless, please always inform you about the current situation:
<https://www.studentenwerk-potsdam.de/en/about-us/news/news-detail/hinweise-zum-corona-virus/>
- We call on everyone to follow common hygiene rules and voluntarily wear a face mask and keep distance.
- The Welcome Center of the University of Potsdam provides further information:
<https://www.uni-potsdam.de/de/studium/corona>



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 2022/23 (if not already done).
- Every tenant is obliged to provide a direct debit mandate to pay the rent.
- 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.



2. MOVING IN

Rental Agreement

- 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 hall of residence 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 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 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.



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



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.
- Find out which resident tutors are responsible for your hall of residence here:
<https://www.studentenwerk-potsdam.de/housing/resident-tutors/?L=1>
- 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>



3. DORM LIFE

Hygiene Instructions

What you can do to contain the pandemic:

- Within the dormitories it is currently not required to wear a medical protective mask. **This however is subject to change, depending on the situation.**
- Please always inform yourself about the current regulations for protection against the Corona virus:
<https://www.studentenwerk-potsdam.de/en/about-us/news/news-detail/hinweise-zum-corona-virus/>
- Please keep the common areas such as bathrooms and kitchens clean.
- Make yourself familiar with hygiene tips.

3. 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.
- House rules:

<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!
- 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 summer months. Outside this period, contact the caretaker to ask for permission.
- Find the fire protection regulation here:
<https://www.studentenwerk-potsdam.de/en/housing/downloads-residences/>

3. DORM LIFE

Energy Saving Measures

- Energy prices are rising rapidly, and as a tenant in one of our dorms, you have the responsibility to save energy wherever possible.
- We have joined the Germany-wide campaign „flip the switch“ and encourage you to take part in its numerous challenges in order to save energy („cook with a lid“, „turn off the hot water“, „unplug devices“, etc.).
- Visit our instagram channel [@studentenwerk_potsdam](#) and use the hashtag [#myenergychallenge](#) to share your actions with us and your friends.
- The more students participate, the higher the impact we can make!
- You can find more information on our distributed flyers and on the official website:

<https://www.myenergychallenge.de/english>



Jetzt bei der
[#myenergychallenge](#)
mitmachen und
Energie sparen!

Join the
[#myenergychallenge](#)
and save energy!





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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www.studentenwerk-potsdam.de