

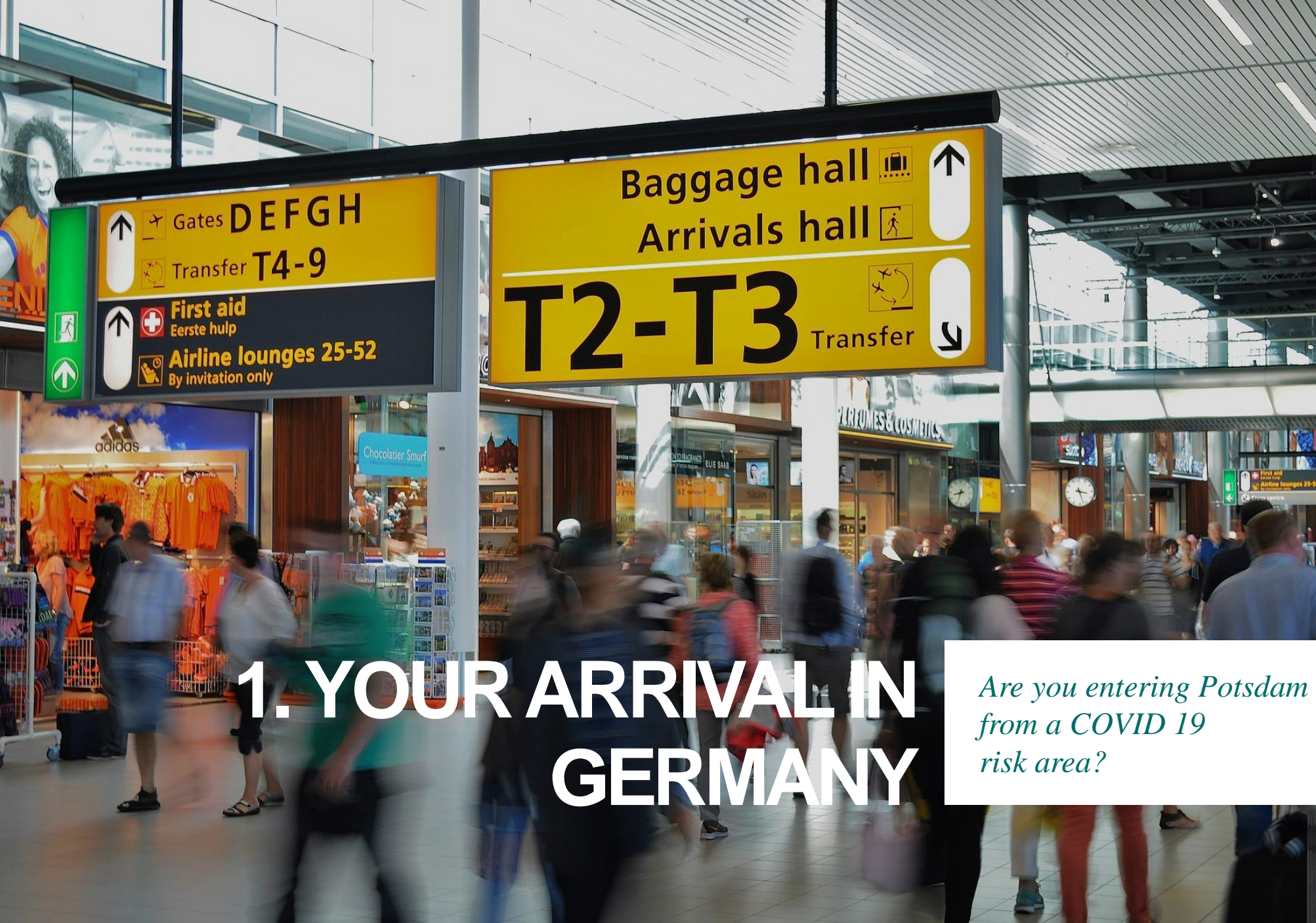


Studentenwerk Potsdam
Anstalt des öffentlichen Rechts

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?

You have two options:

- You can provide us with a confirmation from the responsible health authority with a **negative corona test result** and a medical certificate. The test result may **not be older than 48 hours** and must have been **certified in Germany**.
- If you cannot provide a negative test result, you will have to go into a **14-day quarantine** directly after your entry – you **cannot spend the quarantine period in the dormitory!**
- Risk areas are listed and updated here:
 - https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.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 2020 (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

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 brown hair, is wearing a yellow shirt and is stirring a pot on the stove with wooden chopsticks. The kitchen has white cabinets, a range hood, and string lights. There are potted plants on the counter.

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 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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