



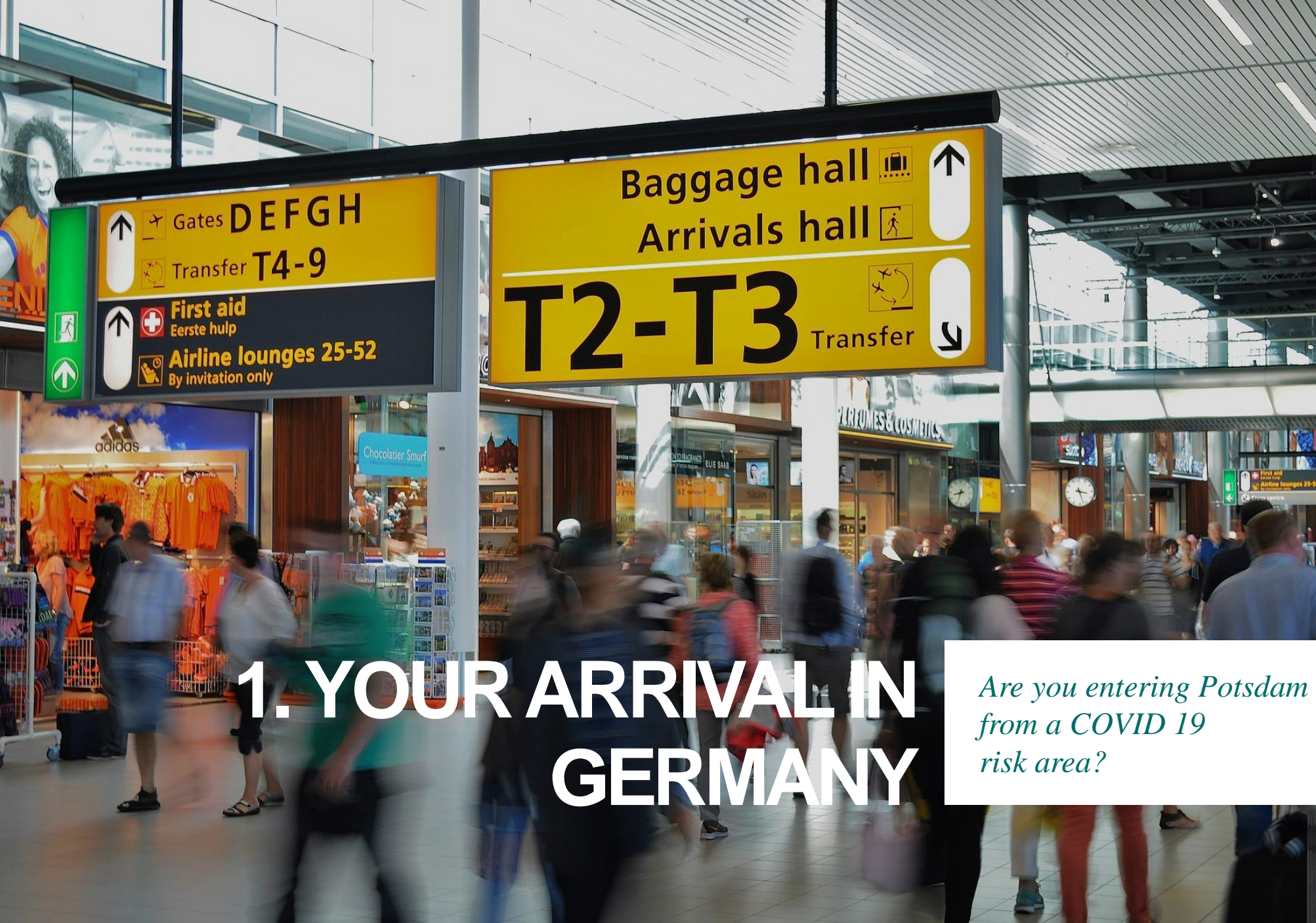
Studentenwerk Potsdam
Anstalt des öffentlichen Rechts

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 use our website at

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

for information before you enter the country.

These are kept up to date and answer the most important questions about entering the country from Corona risk areas.

The Welcome Center of the University of Potsdam provides further information at
<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 summer 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



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:

- **Within the dormitories there is a requirement to wear a medical protective mask.**
- Please always inform yourself about the current regulations for protection against the Corona virus. Violation of the state's Covid regulations is a misdemeanor.
- 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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https://www.instagram.com/studentenwerk_potsdam/



<https://www.facebook.com/studentenwerk.potsdam/>

www.studentenwerk-potsdam.de



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