

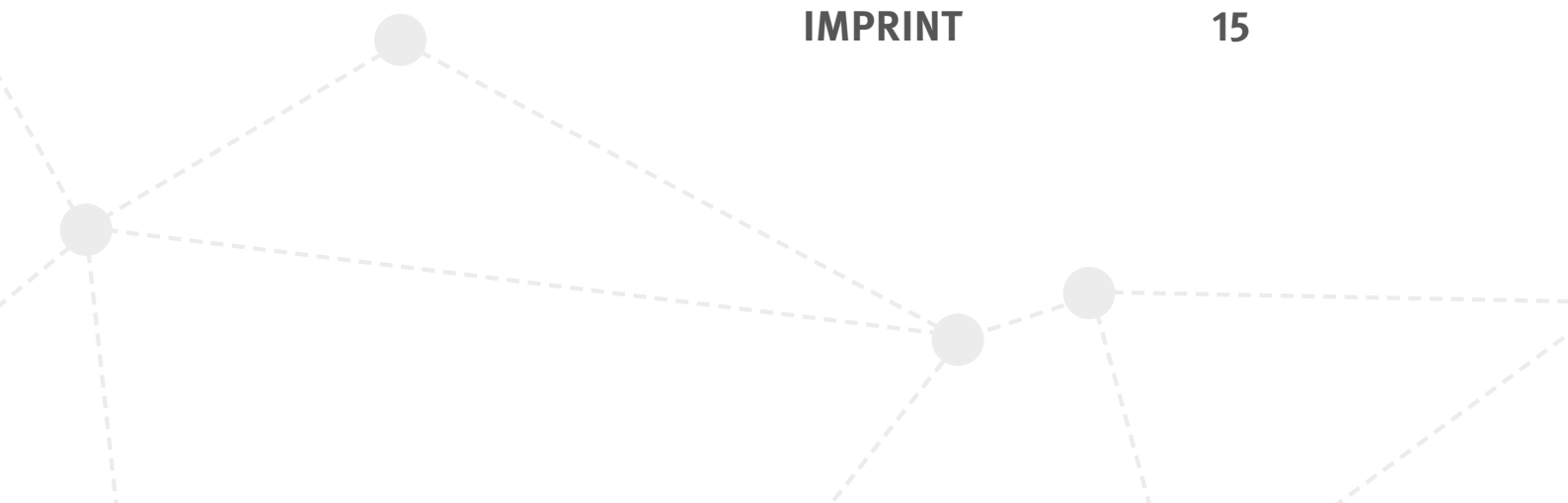
HELLO!

Your guide to Student
Accommodation



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WELCOME

Welcome to Paderborn University! A stay abroad during your degree is a brave step, but a very special experience, and one which you will hopefully get much out of, both academically and personally, and remember for many years to come! Your accommodation in Paderborn will be your new home from home, and this brochure is designed as a handy guide to our university accommodation and to ensure that you and your flatmates have a successful stay in Paderborn.

The Studierendenwerk Paderborn (STW) is a public institution that rents out rooms in student residences to exchange students in co-operation with Paderborn University's International Office. If you have chosen to live in university accommodation, your landlord will therefore be the STW. You can find all the relevant information about your accommodation on the official STW website www.studierendenwerk-pb.de/en. You can also find all key information on the following pages. We wish you an enjoyable time in Germany!

Your Incoming team at the International Office – Paderborn University



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CONTACTS

CONTACTS

ACCOMMODATION SERVICES

For questions regarding your accommodation, please contact the Accommodation Services directly.

www.studierendenwerk-pb.de/en/housing

Accommodation Service Studierendenwerk Paderborn
Office: Mersinweg 2, Room 0.02
Phone: 05251 89207 680
E-mail: housing-exchange@stwpb.de

For technical problems and any issues with keys, please contact the relevant caretaker for your building **during working hours** (Mon. - Thurs. 7:30 a.m. - 4 p.m. and Fri. 7:30 a.m. - 3 p.m.).

www.studierendenwerk-pb.de/en/housing/paderborn

Caretaker

Mr Frank Schrameyer
Office: Vogeliusweg 18
Office opening hours:
Mon. - Fri. 8:30 a.m. - 9:30 a.m. & 1 p.m. - 2 p.m.
Phone: 05251 65021
Mobile: 0162 2354366
E-mail: vogeliusweg@stwpb.de

For technical problems and any issues with keys **outside working hours** (Mon. - Thurs. 4 p.m. - 7:30 p.m., Fri.: 3 p.m. - 7:30 p.m., weekends and holidays), please call the Security Service team.

Security Service

Mobile: 0162 2049183

INTERNATIONAL OFFICE EXCHANGE STUDENTS – INCOMING

In the second instance, please contact the Incoming team if you have any problems.

Applications, General Support and Questions

Ms Martina Schrade
E-mail: martina.schrade@zv.upb.de

Study-Related Questions and German Language Courses

Ms Nicole Struzek
E-mail: nicole.struzek@zv.upb.de

Buddy Scheme, Semester Ticket

Ms Heike Stiller
E-mail: heike.stiller@zv.upb.de

Accommodation

Ms Brigitte Rohde
E-mail: io-housing@zv.upb.de

EUROBIZ E.V.

Eurobiz e.V. is a group of students at Paderborn University who volunteer to look after foreign students. They can help you settle in and with any problems and also organise social and cultural events every semester. You can find more information here:

Website: eurobiz.uni-paderborn.de
Facebook: www.facebook.com/eurobiz.paderborn
Instagram: [@eurobiz.upb](https://www.instagram.com/eurobiz.upb)
E-mail: post@eurobiz.upb.de

PRE-ARRIVAL



PRE-ARRIVAL

Once you have received your accommodation offer from the Studierendenwerk Paderborn by e-mail, you will first need to confirm your acceptance of this offer. You will then receive another e-mail asking you to make certain payments prior to your arrival. This e-mail will also provide you with all the relevant information such as bank details and amounts payable.

THE PAYMENTS YOU WILL NEED TO MAKE IN ADVANCE ARE AS FOLLOWS

- **First month's rent**

Please transfer your first month's rent by the date specified by the relevant student residence. ICM students who will not receive their scholarship until after their arrival in Paderborn should contact their allocated residence and the International Office in Paderborn to arrange later payment.

- **Deposit**

In addition to your first month's rent, your deposit must also be paid in advance. A deposit is a sum of money that will be kept by the Studierendenwerk until you move out of your accommodation. The costs for final cleaning will be deducted from your deposit, as will any costs for any damages caused by the tenant(s) (e.g. repair costs). If these costs exceed the deposit amount, an additional invoice will be sent to you.

WHAT TO BRING

All rooms in student residences are furnished (desk, bed with mattress etc.). All shared flats also have a kitchen with an oven and fridge. You will need to bring everything else with you, or can buy anything you need, such as bed linen, cooking utensils and cutlery, in Paderborn or online.

Please note that Eurobiz e.V. (see Contacts) also schedules a few dates each semester where second-hand household goods are given out to students for free.

CONTACT YOUR "BUDDY"

If you have opted to take part in the university's buddy scheme, you will be assigned a "buddy", i.e. a student from Paderborn, who will help you settle in. It can be useful to get in touch with them before your arrival.

ARRIVAL ON WEEKEND, PUBLIC HOLIDAY OR AT NIGHT

If your arrival falls within one of these times, your keys cannot be collected from the caretaker – see also "Picking Up Your Keys". You should find out whether someone can pick up your keys for you beforehand. If not, you may need to spend a night or two in other accommodation (hotel, youth hostel, Airbnb) until the caretaker is back on duty.

ARRIVAL



ARRIVAL

PICKING UP YOUR KEYS

You can collect your keys from the caretaker for your residential complex at the beginning of your tenancy. The name of your residence will be specified in your accommodation offer from the Studierendenwerk Paderborn. Please note that you can only pick up your keys during office hours (see STW website); otherwise, you will have to make an appointment with the caretaker.

If you are not arriving on a weekday, you can authorise your buddy to collect your keys for you beforehand. If you are due to arrive at night, for security reasons and in consideration for your buddy, we recommend staying overnight in a hotel or similar.

FINDING YOUR ROOM

The person (caretaker or buddy) who gives you your keys will also show you to your room.

INSPECTING YOUR ROOM

When a caretaker does the handover of your flat with you, you will be asked to sign a handover report (Übergabeprotokoll). By signing this report, you confirm that there are no defects with your accommodation at the time of moving in. Any damage that occurs after this time will be subsequently charged to you.

Please note: If you notice anything that is not in order, please inform the caretaker and ask for these to be noted on the handover report before you sign it. If you notice any other damage later, you must report it within your first few days of moving in. For documentation purposes, it may be helpful to take some photos.

If your buddy has picked up your keys for you, they will already have signed the handover report. When you move in, you should inspect the flat again yourself and report any defects to the STW.

SIGNING THE TENANCY AGREEMENT

Together with the key you will also receive some documents, including your tenancy agreement. Please sign all the required documents and then put them in the letterbox of the STW Accommodation Services (Address: Mersinweg 2).

Please note: By signing the tenancy agreement, you enter into a legally binding contract. As a tenant, you are therefore obliged to pay your rent by the fifth day of every month. Failure to pay your rent will result in legal consequences for you and the cancellation of your room.

AUTHORISED DIRECT DEBIT

Together with your tenancy agreement, you will also receive a form (Einzugsermächtigung) to authorise the STW to automatically collect your monthly rent from your bank account. We recommend that you use this system to help you manage your finances during your stay.

REGISTRATION WITH THE RESIDENTS' REGISTRATION OFFICE

Within two weeks of moving in, you will need to register with the Residents' Registration Office (Einwohnermeldeamt). To do this, you will need your identity card and a special certificate from your landlord, the Wohnungsgeberbescheinigung. This document will confirm that you have actually moved into the address specified. You will get the Wohnungsgeberbescheinigung from the STW administration team after you have handed in your signed documents.

INTERNET AND WI-FI

An internet connection is included in the rent for your room. You will need your own LAN cable, which you should bring with you. You will receive your login data for registering with the internet provider **PadNet Paderborn** after you have signed and returned your rental contract to the STW Accommodation Services.

Required login details for registration:

- Your tenant customer number (KD-Nr.)
- Your flat number

If you would also like a wireless connection, you will need to obtain a router yourself. Information about compatible router models can be found on the PadNet Paderborn website.

www.padnet.de

www.padnet.de/dokuwiki/support/internet/wlan_basic

LIVING



LIVING

As you will have already seen in your accommodation offer, you will be living in either a two or four-person shared flat (Wohngemeinschaft or WG). Each flatmate has their own room and shared use of the bathroom and kitchen. We want all flatmates to feel at home and enjoy their stay in Paderborn. It is therefore important that you show consideration for each other and each do your fair share of cleaning.

NOISE

In your shared flat and your building, there are many young people living together in close proximity. Socialising and making international friends is, of course, one of the most interesting and important aspects of any stay abroad. However, it is also important that all students are able to concentrate on their studies and get an undisturbed night's sleep. Please bear this in mind and show consideration for your flatmates:

- It is not permitted to play audio equipment above **room volume**.
- Especially **after 10 p.m.** you should keep noise down: Please close **windows and doors** gently. Avoid loud conversations in **corridors and stairwells**.

CLEANING

As a tenant, you are contractually obliged to regularly clean both your room and all shared areas. This helps to keep the accommodation in good condition and demonstrates respectful behaviour towards your flatmates. Please note the following information in particular:

- The kitchen and bathroom should **be left clean after each use** – please do not expect your flatmates to do this for you.
- **Air** all rooms **regularly**.
- Dispose of your **rubbish** promptly to prevent odours and insect infestation.
- Arrange a **cleaning rota** with your flatmates (who will take on which tasks, how often etc.).

As soon as a flatmate moves out, the caretaker will carry out an inspection of the shared facilities. If the flat is found to be in an unsatisfactory condition, the owner has the right to hire a cleaning company and all flatmates will be liable for sharing the costs of this. Especially for students with limited financial means, it can be a burden to have to pay out for cleaning as the result of the neglect of others. **We therefore urge you to do your fair share of the cleaning from the outset.**

LAUNDRY

A laundry room with several washing machines and dryers is available for each residential complex.

- Vogeliusweg: Building 23 a+b

You will need your own washing powder and a **DeliCard** to use the machines. The DeliCard is a chip card that you can also use to pay for meals in the university canteen. More information can be found on the STW website or at the following link:

www.studierendenwerk-pb.de/en/food-service/more-offers/delicard/

MAIL

Each tenant will be allocated a mailbox with their name on it after moving in. Mailboxes are located in the entrance areas of the residential buildings. Parcels are delivered directly to your flat door. If you are still not in after several attempts to delivery your parcel, a notification will be left, telling you which collection point you can pick it up from. You can send letters and parcels from any post office, e.g. at the Südring Center.

TV LICENCE (GEZ)

In Germany, internet, radio and television use is subject to fees. These fees also apply to students who live in university accommodation. Once you have registered with the Einwohnermeldeamt, you will automatically be contacted by the GEZ office and will need to take the appropriate action.

RENT

Your rent must be paid by the **5th day** of the month. Cash payments are unfortunately not accepted. To ensure you pay your rent on time, we recommend authorising the STW to collect your rent directly from your bank account every month. Alternatively, you can also set up a standing order with your bank for your monthly rent to be collected automatically.

OPENING A GERMAN BANK ACCOUNT

It might be a good idea to open a German bank account for the duration of your stay. Generally, you will need to make an appointment with a local bank to open an account. Ask your buddy to go along with you to your appointment if you need any support. To open a bank account, you will need a valid identity document (e.g. your passport) and proof of your registration with the city's residents' registration office.



MOVING OUT



MOVING OUT

CLEANING YOUR ACCOMMODATION

Before you move out, your room and all shared areas must be cleaned thoroughly. Get together with your flatmates in sufficient time to agree who will do what. The flat will be inspected by a caretaker. Any costs resulting from substandard cleaning must be split amongst all flatmates equally.

DONATING ITEMS

If you would like to donate any items, such as household goods in good condition, please contact Eurobiz (see Contacts). They will be grateful for any donations to pass on for free to other students.

STORAGE OF LUGGAGE

When planning your departure, please bear in mind that it is not possible to store luggage in your student residence after you have moved out of your flat.

HANDOVER OF KEYS AND FLAT

Please make an appointment with your caretaker to hand over your keys and flat. When you return your keys, your flat will be inspected by a caretaker. Both your room and all shared facilities will be inspected for cleanliness and damage. The condition of the flat will be recorded on a handover form and the caretaker will then ask you to sign this. All damages caused by you and any substandard cleaning will be subsequently deducted from your deposit. If these costs exceed the deposit amount, an additional invoice will be issued.

DEPOSIT

After deducting the €80 fee for final cleaning, the rest of your deposit will be returned to you, provided your flat is left clean and there are no damages. You will receive the refund of your deposit by bank transfer to the account the STW has on record for you. A cash refund is possible only in exceptional cases and in agreement with the STW.

LEFT BELONGINGS

University residences do not send on items left behind by students when they move out. Please therefore make sure that you leave nothing behind in your flat.

IMPRINT

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CONTENT

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COVER

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REALISATION

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Paderborn, January 2022

