

TENANT NUMBER \_\_\_\_\_

# Application for a Room in a Hall of Residence

DATE OF RECEIPT \_\_\_\_\_

## Studentenwerk Halle Anstalt öffentlichen Rechts

Abteilung Studentisches Wohnen  
Zentrale Wohnplatzvermittlung

Last Name \_\_\_\_\_

PSF 13 59  
06353 Köthen

First Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Nationality \_\_\_\_\_

PASSPORT PHOTO

### PERSONAL INFORMATION

male \_\_\_\_\_ female \_\_\_\_\_

Street \_\_\_\_\_

(Home Address)

Date of Arrival in Germany \_\_\_\_\_

City, State, Zip \_\_\_\_\_

(for foreign applicants)

(Home Address)

Residence Permit valid until \_\_\_\_\_

Telephone \_\_\_\_\_

(for foreign applicants)

e-mail \_\_\_\_\_

### LOCATION OF STUDIES

Location of Studies \_\_\_\_\_

Institution \_\_\_\_\_

Field of Study \_\_\_\_\_

Number of Semesters Completed \_\_\_\_\_

preferred start of \_\_\_\_\_ on the 1st of \_\_\_\_\_

tenancy contract \_\_\_\_\_ on the 15th of \_\_\_\_\_

Sponsoring Program \_\_\_\_\_

Month/Year \_\_\_\_\_

### SPECIAL CIRCUMSTANCES

According to the placement /assignment guidelines 3.2, those severely handicapped and students who are single parents with a child (children) are given preferred treatment.

Do you qualify?

Yes (please give reasons) \_\_\_\_\_

No \_\_\_\_\_

### ROOM PREFERENCE

First Preference Hall of Residence \_\_\_\_\_

(Please use name from the Halls of Residence Catalog)

Second Preference Hall of Residence \_\_\_\_\_

(If the first preference cannot be given)

Single Room

Single Apartment

Single Room in an apartment-sharing community

Shared Room

Shared Apartment

Shared Room in an apartment-sharing community

For rooms with more than one bed, a roommate preference can be requested (name and nationality) \_\_\_\_\_

If you have already lived in a hall of residence of the Student Services Office Halle:

Address of the hall of residence \_\_\_\_\_

When \_\_\_\_\_

ATTACHMENT

1 Passport Photo

Place, Date \_\_\_\_\_

Signature \_\_\_\_\_

## Extracts from the guidelines for **APPLICATION AND AWARD PROCEDURE FOR ROOMS IN HALLS OF RESIDENCE**

### (1) WHO MAY APPLY

#### 1.1 Students from the institutions of higher education serviced by the Student Services Office Halle

Students have the right to apply if they possess an enrollment certificate (Immatrikulationsbescheinigung) for any of the following institutions of higher education:

- Martin Luther University Halle (Martin-Luther-Universität Halle)
- Castle Giebichenstein - College for Art and Design Halle (Burg Giebichenstein - HS für Kunst und Design Halle)
- Technical College of Anhalt (Hochschule Anhalt -FH)
- Technical College of Merseburg (Fachhochschule Merseburg)

Those who would like to pursue studies at any of the above-mentioned institutions of higher education also have the right to apply.

#### 1.2 Students from institutions of higher education not serviced by the Student Services Office Halle

Those who have the right to apply are:

- Students with an enrollment certificate (Immatrikulationsbescheinigung) from a German institution of higher education
- Students within the framework of a bilateral exchange program between schools of higher education
- Tutors of the German Student Services Offices (Studentenwerk) with in the framework of the Robert Bosch Foundation

### (2) APPLICATION PROCESS

#### 2.1 Application of students from the institutions of higher education serviced by the Student Services Office Halle

The application should be made in writing in the department of student living (Abteilung Studentisches Wohnen) of the appropriate Residential Room Agency (Wohnplatzvermittlung)

- Halle
- Köthen
- Merseburg.

There one can find applications from the Student Services Office (Studentenwerk), which are to be used for this purpose.

An overview of the halls of residence (Wohnheime) can be found in the halls of residence catalogue (Wohnheimkatalog) of the location.

At the latest applications can be turned in

- until February 28th of the current year for the summer semester
- until August 31st of the current year for the winter semester.

Enclosed with the application should be

- a passport photo of the applicant

The application will be processed only if the documents submitted are complete.

### (3) PLACEMENT/ASSIGNMENT

#### 3.1 Processing of Applications

The processing of applications is done in order by which they come into the in-box. Room preferences are considered based on availability. If the assignment of a room is not possible, the application will go on a waiting list, which is constantly updated. If a room in a hall of residence cannot be assigned according to preference, then the another room is offered based on availability.

#### 3.2 Special Circumstances

A preferred room assignment is given to those severely handicapped and also to students who are single and have a child (children).

### (4) RESTRICTED LENGTH OF RESIDENCE

The restricted length of residence sets the maximum duration of tenancy. Corresponding to room availability, the restricted length of residence is fixed to 8 semesters. If the restricted length of residence is exceeded, an application for the continuation of tenancy (Antrag auf Fortführung) must be made.