

**Accommodation Request Form for Exchange Students at Ruhr-Universität Bochum**

(Please fill out on your computer or in clear capital letters)

**Personal Data:**

Family Name: \_\_\_\_\_ First Name(s): \_\_\_\_\_

Sex: Female  Male  Date of birth: \_\_\_\_\_

Nationality: \_\_\_\_\_

Home University: \_\_\_\_\_

**Address for correspondence:**

Street : \_\_\_\_\_

Postal code and city: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Planned duration of your exchange (please choose the beginning and end of your stay):

- From 15.09.2011  until 29.02.2012 (lectures of winter term 2011/2012 end in February)  
 From 06.10.2011  until 31.07.2012 (lectures of summer term 2012 end in July)

Rooms are rented for entire months only (with the exception of the entry mid September, when you can rent a room for half a month).

My preference: \_\_\_\_\_

\_\_\_\_\_  
(Here you can note if you have any preferences concerning your accommodation, e. g. a special dormitory or a special type of room – we offer single rooms in shared flats (male and female students live together!), single rooms with shared kitchen and bathroom on the floor (male and female students live together!) and one room apartments. We try to reserve the required room for you but cannot give a guarantee.)

I confirm that I read and accept the conditions on the attached page.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of applicant

Please return to the address above by post, fax or scan as soon as possible (minimum 3 months before your arrival). Only after receipt of this form the International Office will be able to start looking for a room. **Please read the information on the attached page carefully!**

**Please note:**

- We will try to reserve the required room for you, but cannot guarantee a reservation. In case there is no adequate housing available, we will inform you as soon as possible.
- In the shared flats male and female students live together and share kitchen and bathroom. In the single rooms male and female students live together on the corridor and share the kitchen. There are separated toilets and showers for men and women. If you write “shared flat” or “single room” on the request you accept to live together with male and female students.
- If you want to stay longer than end of February/July please contact the accommodation office.
- The International Office assigns a room only once. If you decide to move to another room during your stay in Bochum, you will need to take the necessary action yourself and bear all costs incurred.
- You can cancel your reservation free of charge within one month of the fixed date for the room reservation. If we receive the cancellation after that deadline, you will have to pay the rent for one month.
- After receiving your request, we will send you a confirmation of reservation. Your reservation is binding for you and us. When you move in you accept to pay two monthly rents.
- The minimum time for renting is two months. Extension or reduction of the period of tenancy has to be done two months in advance by the end of the month. The maximum duration of stay is one year.
- Please note that the rent has to be paid starting from the day indicated on the accommodation form, not from the day of arrival.