



ACCOMMODATION

The International Office's RUBiss-Accommodation-Newsletter "During the Semester"

Dear Students!

We are pleased to send you the second issue of the RUBiss-Accommodation-Newsletter!

We hope you have arrived safely in Bochum and have settled in nicely.

This newsletter is published three times per semester for international exchange students attending RUB who live in accommodations provided by the International Office.

In this newsletter, we offer the most important information about life in the *AKAFÖ* residence halls and *Uni-Forum*.

The next RUBiss-Accommodation-Newsletter will be issued in January and will provide information about moving out.

Facebook Group/ Facebook page

RUBiss can also be found on Facebook!

The RUBiss Team will keep you up to date and provide you with newsworthy information and useful tips – plus the group provides the opportunity to meet and exchange with other international students!

[Become a member!](#)

[Like the page!](#)

Important Information regarding your Accommodations:

In case of emergency:



If something in the house breaks or no longer functions, you should first contact the house superintendent (Hausverwalter). You can find your house superintendent's name and mobile number on your reservation confirmation (Reservierungsbestätigung).

Each residence hall also has a caretaker (Hausmeister). He can be reached in his office Monday through Friday, 9 -11 am. Outside of these office hours, the house caretaker can also be contacted by telephone until 3:30 pm (weekdays only), or with a note in his mailbox. In this note, you should include your room number, a description of the problem and a signed permission, allowing him to enter your apartment in your absence.



Fire Department: 112
Police: 110
Campus Emergency: 0234-3223333



Lost your key? Key doesn't work anymore?

AKAFÖ Residence Halls: You can contact the house caretaker Monday through Friday 7:30 am-3:30 pm. Outside of this time frame, you need to call the emergency service at +49 (0)1757264961. (**Fees: lost key 40€, lost key card 40€ + 25€**)

Uni-Forum Guest House: You can contact the house caretaker Monday through Friday, 7:30 am-3:30 pm. Outside of this time frame, you need to call the control room at +49 (0)234/32-23333 (24-Hour-Service; **Fees: lost key 30€ immediately in cash**)

Who do I talk to about my rental agreement?



For all questions regarding your rental agreement, an extension or reduction of your stay and payment arrangements, contact Mrs. Stückrath. Visit during office hours, Monday through Friday 9 am-12 pm (SSC 1/223), call at 32-28020 or write an email:

gundra.stueckrath@uv.rub.de



Important: If you want to extend or reduce your stay, you need to let us know, by phone or email, no later than two months before the end of your lease.

How long am I allowed to stay in my room?

Students can stay in rooms offered by the International Office for **up to one year**.

Can I change rooms?

Moving into a different room is generally not possible. However, in special cases and if capacity allows, exceptions can be made. If you want to change rooms, **please visit Mrs. Stückerath (SSC 1/223)** to discuss your options.

Please note: If you move out or change rooms, a half months rent will be charged twice (rent for your new room on the first of month as well as half a month's rent for your former room). You will have 14 days to organize the move.

If I arrive earlier/leave later is my rent lower?

No. The full rent amount must always be paid. **Except** if, you arrive from 16. March (summer semester) or 16. September (winter semester).

What to do with a reminder?

You have received a reminder despite direct debiting authorization. Then we could not book the rent from your account on the fifth of a month. In this case, you must transfer the outstanding rent immediately to the specified account. Next month, the direct debiting will continue. Please make sure that you have enough money on your account on the fifth of a month. If you have any questions, do not hesitate to contact us.

What can I do if I have problems with the internet?

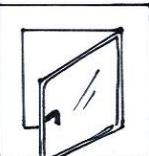


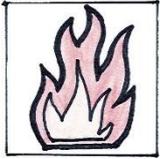
Internet in your room is accessible after you have enrolled at RUB. During the enrollment, you will receive your needed login ID. Further information and instructions can be found at: <http://www.highspeedsurfer.de/dokuwiki/support/faq> or you can contact your house caretaker.

Who can I talk to about problems with my roommates or neighbors?

	<p>The RUBiss team is always available for you. You are welcome to contact Gundra Stückrath or Meike Schaich.</p>
	<p>“Team Wohnen” – Contact information for your individual resident hall can be found at: www.akafoe.de/wohnen</p>

Useful tips for your stay:

	<p>In the AKAFÖ residence halls, washing machines and dryers for your use are located in the basement. In order to use the machines, you will first need to load money onto your student ID card.</p> <p>In Uni-Forum, washing machines, dryers and clotheslines can be found in the laundry room in the basement. To use these machines, you will need special coins, which you can buy from the house caretaker for 1,50€/coin. An iron and an ironing board are also available in the laundry room.</p> <p>Please note: Due to mold risks, we ask you not to hang your wet laundry in your room to dry.</p>
	<p>Please clean your room regularly.</p> <p>You can exchange your “Home Clean Home” voucher for a starter kit of cleaning products with your house caretaker. We suggest also using a cleaning schedule in your apartment. You can download a cleaning schedule at:</p> <p>http://international.rub.de/mam/content/intoff/rubiss_cleaning_plan.pdf</p>
	<p>Assorted Waste (residual waste, plastic and paper) can be found in front of your building in a fenced-in trash area. You will have to use your keycard to open the locked gate. You can bring your glass to any of the recycling containers located at Huestadtring 139, in front of Hallenbad Querenburg and on Schinkelstrasse. More information regarding recycling in Germany can be found on this homepage:</p> <p>http://www.usb-bochum.de/buerger/Publicationen.php</p>
	<p style="text-align: center;">Ventilating your room:</p> <p>When should you?</p> <ul style="list-style-type: none"> ➤ To prevent mold, you should ventilate regularly, but especially after showering. ➤ Open the bathroom door and windows to remove the moisture. <p>How long?</p> <ul style="list-style-type: none"> ➤ 5-10 Minutes <div style="border: 1px solid red; padding: 5px;"> <ul style="list-style-type: none"> • Please shut all windows before leaving your apartment. • Please do not hang your clothes in your room to dry; the laundry room is available for that purpose. • Please not that there is not an air conditioning system in your room. </div>



Fire safety in the residence halls is very important and mandatory according to German law.

Renters are required to inform themselves about fire safety provisions, emergency exits and fire alarms. Renters must also behave in a manner that prevents fires. Fire protection systems and alarms should not be disturbed, removed or hindered in any way. Any misuse or removal of them is strictly prohibited and will result in immediate termination of your rental agreement and could lead to penal consequences.



Bed sheets will be given out by your house caretaker and will cost 4€/month. You are responsible for washing the sheets during your stay, but the sheets can be returned unwashed at the end of your stay. If you decide that you no longer need the sheets, please return them to the house caretaker.

Even as a temporary resident in Germany you are expected to pay the broadcast fee (Rundfunkbeitrag) - for use of radio, television and similar available via internet. After registration at the city, you should receive a **letter of Rundfunkbeitragservice containing a registration for TV taxes.**

What is the broadcast fee about?

- Broadcast regulated by public law (Internet, TV, Radio, etc.)

Who has to pay this fee?

- Every registered citizen in Germany.

Can students get out of paying the fee?

- Unfortunately, not.

What if I live in a shared apartment/with a roommate?

- Roommates split the cost of the broadcast fee.

How do I pay the fee?

- Via bank transfer.

How much does it cost?

- 17,98€/ month

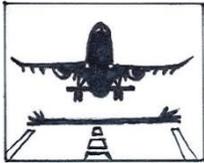
More information can be found at:

http://www.rundfunkbeitrag.de/informationen/buergerinnen_und_buerger/index_ger.html



Broadcast Fee

What's next?



You should contact the house caretaker around 10 days before you are scheduled to leave and make an appointment with him for the day of your departure. The apartment should be empty and clean and trash needs to be removed.

The house caretaker will inspect your apartment, if you pass inspection, you will receive a checklist regarding your move (Wohnungsübergabeprotokoll). After the inspection, you are no longer allowed to enter the apartment and must give your keys to the house caretaker.

To receive your damage deposit refunded, you will need to bring the signed checklist to Mrs. Stückrath (SSC 1/223). She will give you a check that you can cash at the Sparkasse in the Unicenter. A personal Sparkasse account is not necessary. If you are unable to come personally, another person may represent you, but he/she will need to provide a signed permission from you. The deposit can also be transferred directly to your bank account. A transfer within EU countries is free of charge; a transfer outside of EU will be subject to fees, which will be taken out of your deposit.

Important: The RUBiss team has put together a checklist for international students with everything you need to consider/handle before leaving Bochum. This list can be found online at:

<http://international.ruhr-uni-bochum.de/gaststudis/checkout.html.en>

Do you have any further questions?



The RUBiss team is your contact in the International Office and will gladly assist with your questions and concerns.

They will also provide support before and during your stay in Bochum. Here you will receive information and guidance regarding your stay as well as support with official paperwork (visa application, city registration, health insurance, etc.)

The RUBiss team also host events for international students regularly. You can find the full semester program at:

<http://international.rub.de/rubiss/freizeit/programm.html.de>