



***Sans Souci –  
Study without worries!***

The Studentenwerk Potsdam  
welcomes you

11.03.2024



Studentenwerk Potsdam  
Anstalt des öffentlichen Rechts

# What we do at the Studentenwerk

- The Studentenwerk supports the social framework during your studies
- Academic related aspects (University) vs. accompanying and social aspects (Studentenwerk)
- Responsible for more than 33.000 students in Potsdam, Brandenburg an der Havel & Wildau



# The social framework for your studies

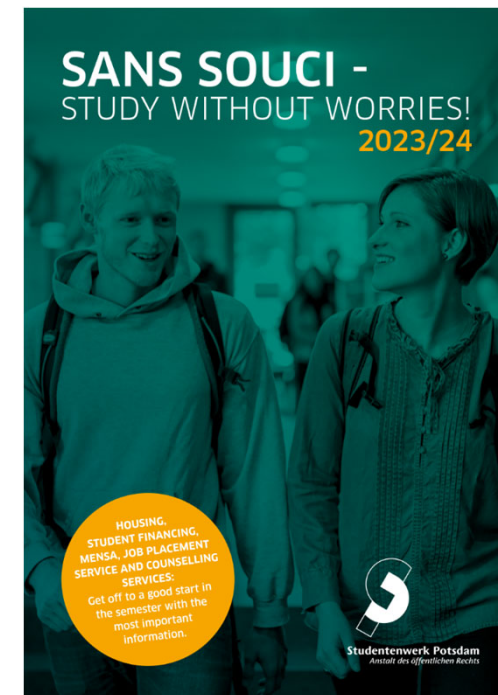
Housing

Counselling Services & Job Placement Service

BAföG & Finances

Canteens & Cafeterias

Find everything you need to know in our guide!

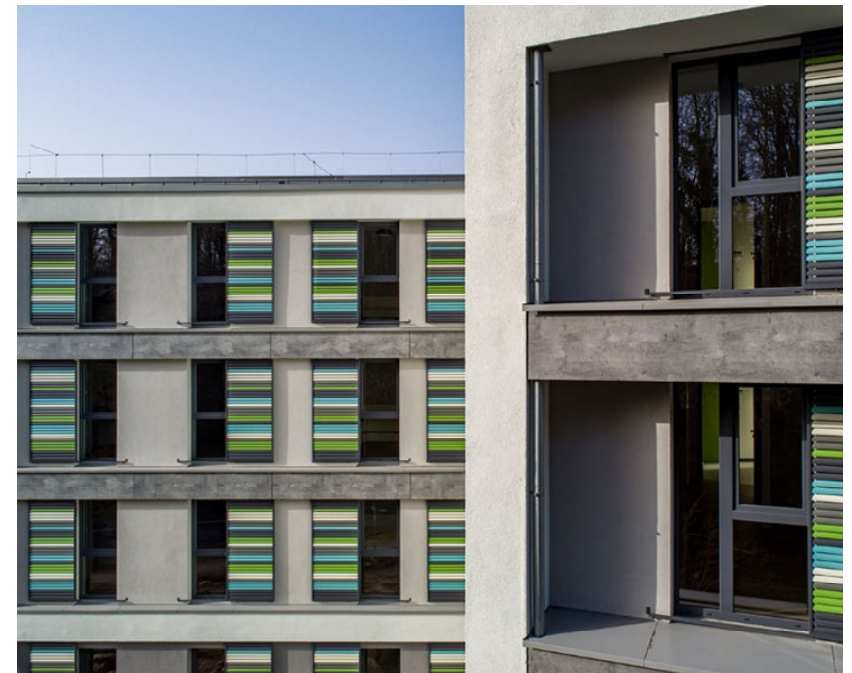


# Living in a residence hall

The Studentenwerk Potsdam provides accommodation in 18 residence halls (4x in Wildau)

- There is a very high demand for rooms in the residence halls, but we only have places for around 13% of all students.
- If you are interested, make sure you apply fast and select different locations and room options (You can only apply for the next semester! Application for the winter term 2024/25 starts on April 8).

[www.studentenwerk-potsdam.de/en/housing/online-application-residences](http://www.studentenwerk-potsdam.de/en/housing/online-application-residences)





# The rental contract

## The monthly rent includes:

- Basic rent, heating costs, operational costs as well as electricity
- Furnishing with a bed, a wardrobe, a shelf, a table, a chair

The monthly rent (avg. 305€) is due on the first day of the month. **The Studentenwerk must receive the payment on the third day of the month at the latest.**

Important: You cannot terminate your rental contract ahead of time!

→ *You must pay rent during the whole rental period/ until the semester finishes (6 months)*



# Moving In

## Moving in: Handover Certificate

- Inform the caretaker if you spot existing damages.
- Sign the handover certificate provided by the caretaker after moving in.

## Further important information

- GEZ (radio and television fees)
- Internet
- Registration at the city hall
- Certificate of enrollment (immatriculation certificate)
- Bedding



# Moving Out

## Room handover

- Make two appointments with the caretaker **at least 6 weeks before you move out:**
    1. appointment for inspection
    2. appointment for room handover
  - During both appointments, the caretaker will check your room along with the handover certificate.
  - After the room handover you must also return the keys.
- > If your room is dirty or something is missing/broken, it will be deducted from your deposit!



# House Rules & Emergencies

## Main rules

- Cleanliness: Keep the rooms clean, separate your rubbish, don't smoke in common areas!
- Noise: No loud noise between 1 and 3 pm and **10 pm and 6 am**
- Rooms: If you are planning to drill holes, please consult the caretaker first.
- No pets are allowed.

[www.studentenwerk-potsdam.de/en/housing/downloads-residences/](http://www.studentenwerk-potsdam.de/en/housing/downloads-residences/)

## In case of emergencies

- Police: ☎ 110
- Fire fighters & ambulance: ☎ 112

In the event of a fire alarm, please leave the building immediately by the fastest way only! The fastest way is indicated on the floor plans.

→ Use the stairs – not the elevator!



# Dorm Life

## Residence worker and tutors

- Our Residence Worker is available to students in the residence halls for advice in person and on-site.
- He provides support in questions of good coexistence, mediates in conflicts and looks for solutions to individual problem situations.
- The residence tutors are students who live in the residence halls and support community life through social activities and events.

[www.studentenwerk-potsdam.de/en/housing/residence-support](http://www.studentenwerk-potsdam.de/en/housing/residence-support)



Our residence worker Holger Schmidt.

# Counselling Services: When things don't run smoothly

No matter if you have personal problems or are worried about your studies – our social counsellors and our psychologist are there to listen and to find solutions together with you.

- **Social counselling** (e.g. emergencies during your studies, studying when pregnant, information for international students, ...)
- **Psychosocial counselling** (e.g. anxiety & depression, procrastination, social isolation,...)



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Our offer is free of charge and anonymous, and can take place in both German and English (also remote)



Studentenwerk Potsdam  
Hilft und organisiert. So.

Counselling Services

## Finances: Balancing studies and work

Many students work besides their studies. At the Studentenwerk, we help you answer job-related questions:

- Which work models are suitable for me?
- Do I have to ensure myself?
- Are there any limitations for international students?

In addition, we offer a job placement platform where you can register and look for suitable part-time jobs:

[jobvermittlung.studentenwerk-potsdam.de](https://jobvermittlung.studentenwerk-potsdam.de)



# Lunch time? Mensa time!

We believe that the Mensa is a place for everyone and value a diverse, affordable and high-quality menu that caters to the different tastes and needs of our guests.

## In our Mensa, you can expect:

- delicious recipes
- healthy and sustainable ingredients
- locally and internationally inspired meals
- a varied and affordable menu





# Don't miss your favourite dish!

Visit our website and download the Mensa+ App to check out the current menu, get news and give feedback!



KonKaApps - KAMAsys GmbH

[swp.konkaapps.de/kms-mt-link/9F16EB1766163AE1428AABFEF0CAE67](http://swp.konkaapps.de/kms-mt-link/9F16EB1766163AE1428AABFEF0CAE67)

# Any questions left? Get in touch with us!

## Studentenwerk Headquarter

Babelsberger Straße 2, 14473 Potsdam  
(inside Potsdam train station, Entrance: Lange Brücke)

## Housing Department

On-site office hours: Tue 9-12 a.m. and 1-4 p.m., Thu 1-4 p.m.  
Phone office hours: Mo and Thu 9-12 a.m.

## Residence Worker

Office hours in the HQ: Tue 9-12 a.m. and 1-4 p.m., Thu 1-4 p.m.  
Phone office hours: Mo and Thu 9 a.m. to 3 p.m., Fr 9 a.m. to 2 p.m.



 [www.studentenwerk-potsdam.de](http://www.studentenwerk-potsdam.de)

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 Studentenwerk.Potsdam



Studentenwerk Potsdam  
Housing and Office Services