

TENANT NUMBER _____

Application for a Room in a Hall of Residence

DATE OF RECEIPT _____

Studentenwerk Halle Anstalt öffentlichen Rechts

Abteilung Studentisches Wohnen
Zentrale Wohnplatzvermittlung

PF 11 05 41
06019 Halle (Saale)

Last Name _____

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
Shared Apartment

Single 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

2 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) within 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

- two passport photos 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.