

ACCOMMODATION



The RUBiss-Accommodation-Newsletter “Before the semester begins” of the International Office

Dear Students!

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

This newsletter is published three times per semester for international students attending RUB, who are planning to live in accommodations hosted by the International Office.

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

The next RUBiss-Accommodation-Newsletter will be issued in April.

We wish you a nice move into your rooms and a pleasant stay in Bochum!
Your RUBiss Team – RUB international student services.

Facebook Group

RUBiss can also be found on Facebook!

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

[Become a member!](#)

Important information living in student housing:

When can I move into my room?

You will find the earliest possible move-in-date on your reservation confirmation. Although all rental agreements begin on the first day of the month, your official move-in is only possible after the third workday of that month. However, an exception is available for students in **the beginning of each semester** - here the start of the rental agreement and move-in are possible after the 16th of March for summer semester or the 16th of September for winter semester.

Where will I live?

You will find the name of your residence hall and the exact address, as well as your room number in your reservation confirmation, which you have already received via email.

Which type of room will I live in?

The form of housing is also stated in your reservation confirmation:	<ul style="list-style-type: none">a) Single Apartment with own bathroom and kitchenette.b) Single Room in a shared flat (WG-Zimmer) with a shared bathroom and kitchen.c) Single Room with a shared bathroom, kitchen and common room on the floor (13 persons)
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Where do I get my rental agreement?

We have already sent the reservation confirmation via email. Within the first few days after your arrival in Bochum, please come to the International Office, Building SSC, Room 1/223. Once there you will need to sign your rental agreement, as well as the direct withdrawal documents (more information below). In addition, you will also receive the “Wohnungsgeberbescheinigung,” which is a certificate needed for your official registration at the administrative office of the city Bochum.

How do I pay my rent?

After your arrival, you will need to transfer either 1 or 1 ½ months' rent (depending on your move-in-day. If you move in on the 16 of March or 16 of September, you will have to pay 1 ½ months' rent) to the following bank account:

Akademisches Förderungswerk Bochum

IBAN: DE89 430500010029340700

Sparkasse Bochum, SWIFT-BIC: WELADED 1BOC

Rent will be **automatically** withdrawn from your bank account on the **5th of each month** starting with the beginning of the second month of your stay.

Important: You need to have **SEPA**-transfer access with your bank account and have to be a member of the EU and use the EURO as currency; otherwise, you need to open a German bank account for the direct withdrawal.

The amount of money you will initially transfer to our bank account is the **deposit**. This deposit is a protection for us and secures the state of your accommodation. This deposit is **not** the first months' rent and will fully reimbursed when your accommodation is in the same condition when you move out as it was when you moved in.

How long may I stay in the room?

Stays in the International Office's accommodations are limited to a maximum of **one** year.

Can I change my room?

Generally it is not possible to change rooms, but we are willing to make an exception for certain cases and if other rooms are available. If you want to change rooms, please come to our office (**SSC 1/223**) to discuss the reasons.

Please note: When you move into another room, we will book a half-month's rent twice. You pay your new room from the beginning of the month and your old room until the middle of the same month. Meaning you have two weeks' time to organize the move.

Is it possible to pay less rent if I move in later or move out earlier?

No, it is not. A full month's rent should be paid every month.

However, if you arrive in mid-March or mid-September (start of summer- and winter semester), you will only be charged the rent of half a month.

Important information about living in the guest house *Uni-Forum*:

Furnished accommodation (incl. refrigerator, freezer compartment, bed, desk, wardrobe, etc.)	Yes.
Dishes (Plates, cups, cutlery, pots, pans, etc.)	Yes.
Bedlinens	Yes, towels not included! You are responsible for the washing your bedlinens during your stay.
Washing machine & Dryer	The washing machine and dryer are located in the basement of <i>Uni-Forum</i> . To use them you can buy special washing coins in the maintenance office.
More information about <i>Uni-Forum</i> at:	http://www4.rz.ruhr-uni-bochum.de:8603/welcomecentre/accommodation/uniform.html.en
Caretaker (Hausmeister)	Mateusz Kranz; Number: 0049 (0) 151-12596634

Important information about living in a residence hall:

Furnished accommodation (incl. refrigerator, freezer compartment, bed, desk, wardrobe, etc.)	Yes.
Dishes (Plates, cups, cutlery, pots, pans, etc.)	No, but there will be a flea market right before the start of each semester where you can buy affordable dishes and other household appliance. (Organised by <i>ESN –Erasmus Student Network</i> : http://bochum.esn-germany.de/)
Bedlinens	Yes, you can rent bedlinens from your caretaker (pillow, duvet, sheet and duvet cover) for 4 euros per month. Please note that you have to wash your bedlinen on your own, however at the end of your stay, you can deliver them unclean. The total costs of the bedlinen will be deducted from the deposit at the end of your stay.
Laundry	Yes, it is possible to do the laundry in the residence hall. You can transfer money on to your student card and use the washing machine with it.
Caretaker	Name and mobile phone number of the caretaker of your residence hall can be found on your reservation confirmation. Please note that many of the caretakers do not speak English very well. Each residence hall caretaker offers offices hours Monday through Friday, 9 – 11 am. Outside of these hours you can reach him/her on his/her mobile phone until 3:30 pm.
More information about the different residence halls at:	http://www.akafoe.de/en/wohnen/
Internet access	Yes, after you register as a student at RUB. During your enrolment, you will receive your Login-ID and password. You can find further information and a user manual on the webpages of our provider: http://www.highspeedsurfer.de/dokuwiki/en/support/faq .
Shopping facilities	Yes, in the <i>Unicenter</i> you will find supermarkets, banks, a pharmacy, a drugstore, a post office, restaurants, etc. (http://www.uni-center-bochum.de/)

[More information on the residence halls](#)



Tip: ESN Pick-up Service. ESN offers a pick-up service from the main station of Bochum.
[Please register here for the pick-up service.](#)

Where can I pick up my key?

During office hours (Mondays through Fridays from 9 am to 11 am), you can pick up your key in the maintenance office of your residence hall. You will find the name of your caretaker on your reservation confirmation.

Outside the consulting hours, you can organise the pick-up of your key with the ESN Pick-Up Service. (Registration: <http://bochum.esn-germany.de/pick-service>)

What can I do if I lost my key or if my key breaks?

AKAFÖ residence hall: Please contact your caretaker (Mondays-Fridays, 7:30 am to 3:30 pm). Outside of these hours you can call the emergency number +49 (0)1757264961. **Costs: Lost key 40€, lost key card 40€ + 25€!**

Uni-Forum guesthouse: Please contact your caretaker (Mondays-Fridays, 7:30 am to 3:30 pm). Outside of these hours you can call the emergency number +49 (0)234/32-23333 (24-Hour-Service; **Costs: Lost key 30 euros in cash and immediately!**)

Where can I go if I have more questions?

Perhaps you can find an answer to your question here:

<http://international.rub.de/gaststudis/faq.html.en>

If not, please visit Gundra Stückrath or Meike Schaich in the **Accommodation Office in SSC 1/223 & 1/225** or send an email to accommodation@uv.rub.de.