

Before Moving In



Dear Students!

Here we give you the most important preliminary information about our rooms in AKAFÖ dormitories and our guesthouse "Uni-Forum".

The RUBiss-Team (RUB international student services) wishes you a smooth move-in and a pleasant stay in Bochum.

Important Information about Moving In

Where can I find current information about Corona?

[Here](#) you will find all the important and up-to-date information you need upon your arrival in Germany. If you have any further questions, please feel free to contact us.

How do I get to RUB?

Directions to get to the university by car and public transportation can be found [here](#).

When can I move into my room?

You will find the earliest possible move-in date on your confirmation of reservation. 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.** Moving in on Saturday or Sunday is unfortunately not possible.

Our rooms can only be rented for half or full calendar months and cannot be cancelled within the agreed rental period. The minimum rental period is two months.

Where do I get my room key?

You can pick up the room key from Monday to Friday from the caretaker of your dormitory. Please make an appointment with your caretaker in advance.

You will find the name and telephone number of the caretaker on your pre-mailed reservation confirmation.

Tip: ESN Pick-up Service from the main station of Bochum.

[Please register here for the pick-up service.](#)



What is my address?

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

Which type of room will I live in?

The form of housing is also stated in your confirmation of reservation:

- a) **Single Apartment**, private bathroom and kitchenette
- b) **Single Room** in a shared flat (*WG-Zimmer*), shared bathroom and kitchen
- c) **Single "Dorm" Room**, shared bathroom, kitchen and common room on one floor (13 persons)

Do I have to pay a security deposit in advance?

Together with your reservation confirmation, you will receive an email requesting you to transfer a lump sum (deposit) to the following bank account:

Recipient: AKAFÖ, Universitätstraße 150, 44801 Bochum
Bank: Sparkasse Bochum, Querenburger Höhe 224, 44801 Bochum
IBAN: DE32 4305 0001 0033 4060 26
BIC/Swift Code: WELADED1BOC

Please be sure to include your **name and number of your confirmation of reservation**



This payment is a **security deposit** and will be fully reimbursed after you move out, under the condition that the room is left in the same state in which it was when you moved in.

This is not your first rent payment!

What is my monthly rent?

The rental prices stated on the AKAFÖ website refer to a minimum rental period of at least 12 months.

For a rental period of less than 12 months, graduated rental prices apply. This means that the shorter you live in an AKAFÖ room, the higher you will pay for rent monthly.

Furthermore, the rental contracts cannot be terminated within the agreed rental period.

What cost of living per month can I expect?

Accommodation/rent	between €330 und €420
Broadcasting License Fee	ca. €18
Groceries	ca. €150
Academic expenses	ca. €40
Personal expenses	ca. €150 (dependent on your own spending habits)
Heath insurance	ca. €100

Where can I get my rental agreement?

You will receive your reservation confirmation via email in advance.

With this newsletter, you also received an invitation to a Zoom meeting, which you are expected to attend after your arrival. At the meeting, I will briefly explain the contents of the rental agreement, the *Wohnungsgeberbestätigung* and payment formalities. Here you will also have an opportunity to ask questions. Afterwards, you will receive your rental agreement as well as the direct withdrawal form via email for you to sign and send back via email. Please send both signed documents back via email.

How do I pay my rent?

After your arrival, you will need to transfer your first months' rent to the following bank account, please be sure to include your **name and number of your confirmation of reservation**:

Recipient:	AKAFÖ, Universitätstraße 150, 44801 Bochum
Bank:	Sparkasse Bochum, Querenburger Höhe 224, 44801 Bochum
IBAN:	DE89 4305 0001 0029 3407 00*
BIC/Swift Code:	WELADED1BOC

***Attention – Different account number than security deposit payment above!**

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

Important: To initiate a successful monthly direct withdrawal from your bank account, you will either need to be an EU citizen with the [Euro as national currency](#) and have SEPA-transfer access with your bank account, **OR** will need to open a German bank account.

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.

What is a *Wohnungsgeberbestätigung* and where do I get it?

A *Wohnungsgeberbestätigung* is a document you get from your property owner when you move into your room. It will later prove that you live at this address when you register at the city of Bochum.

In addition to the rental agreement, you will receive the *Wohnungsgeberbestätigung* from me via email.

How can I open a German bank account?

Generally, before opening a German bank account, one must first register at the city of Bochum. Presently however, [Sparkasse Bochum](#) and the RUBiss team have agreed upon an exception that allows you to open an account with only your confirmation of reservation (received via email) and your passport.

How long may I stay in the room?

Stays in accommodations managed by the International Office are limited to a minimum of 2 months and a maximum of **one** year.

Can I change my room?

Unfortunately, changing rooms are not possible. If you have a problem with your room, please contact me personally, e.g. via Zoom or email, so that we can discuss the reasons and possibly find a common solution.

Important Information about the Facilities

Important information about living in the guesthouse Uni-Forum

Furnished accommodation?	Yes (incl. refrigerator, freezer compartment, bed, desk, wardrobe, etc.).
Dishes?	Yes (plates, cups, cutlery, pots, pans, etc.).
Bedlinens?	Yes, but towels not included! You are responsible for washing your bedlinens during your stay.
Pets?	Pets are <u>not</u> allowed.
Landry?	Washing machines and dryers are in the basement of Uni-Forum. To use them you can buy wash coins in the maintenance office.
Caretaker (<i>Hausmeister</i>)	Mateusz Kranz; Number: 0049 (0) 151-12596634 Email: guesthouse@rub.de
Internet access?	Yes, after you register as a student at RUB. At enrolment, you will receive your login ID and password.
Shopping facilities close to Uni?	Yes, the Unicenter provides plenty of supermarkets, banks, a pharmacy, a drugstore, a post office, restaurants and more.
More information about Uni-Forum at?	Guesthouse Uni-Forum
Collection of keys?	The key is available at the "Wache Uni-Mitte" from the moving in day and can be collected from 12 noon onwards. The guard is open 24 hours a day, 7 days a week. You will receive detailed directions with your reservation confirmation.

Important information about living in an AKAFÖ residence halls

Furnished accommodation?	Yes (incl. refrigerator, freezer compartment, stovetop (some ovens), bed, desk, wardrobe, etc.). No microwave.
Dishes?	No (plates, cups, cutlery, pots, pans, etc.), but at the beginning of the semester ESN Bochum organises a flea market for tableware and other household utensils. I hope that the corona situation will allow this.
Bedlinens, Pillow, Blanket?	No.

Pets?	Pets are not allowed.
Laundry?	Yes. You will need to put money on your student ID to pay for both the washing machines and dryers. More information regarding the specific laundry situation in your residence hall can be received from the caretaker.
Caretaker (<i>Hausmeister</i>)	The name and phone number of the caretaker of your residence hall can be found on your confirmation of reservation. Please note that many of the caretakers may not speak English well. Each dormitory has a janitor, who you will usually find in the house from Monday to Friday. You can reach him on his phone or via email until 3:30 pm. Due to the current Corona situation; the caretakers do not offer general office hours.
Internet access?	Yes, after you register as a student at RUB. At enrolment, you will receive your login ID and password. You can find further information and a user's manual here .
Shopping facilities close to Uni?	Yes, the Unicenter provides plenty of supermarkets, banks, a pharmacy, a drugstore, a post office, restaurants and more.
More information about the different residence halls at?	www.akafoe.de/wohnen

Where can I find cheap household wares?

You can find affordable household wares at, for example, [IKEA in Dortmund](#), [Kodi](#) or the [Dänische Bettenlager](#) in Bochum.

ESN Bochum also typically organizes 1-2 flea markets at the beginning of each semester*, where you can buy used household goods at a reasonable price.

*Flea markets will only be organized this semester if current federal Corona restrictions allow them.

What do I do if I lose my key or if my key breaks?

Guesthouse Uni-Forum: Monday–Friday, 7:30-3 pm, you can call or email Mateusz Kranz and ask for help. Outside working hours call the control room at +49 (0)234/32-23333 (24-hour service; Costs:30€ directly in cash).

AKAFÖ dormitories: Monday-Friday, 7:30-3 pm, you can inform your caretaker by phone or email and ask for help. Outside these working hours you can call the emergency number +49 (0)1757264961. (Costs: 40€ for lost keys, 65€ for lost key cards).

Whom do I turn to if I have more questions?

Perhaps you can find an answer to your question [here](#). If not please feel free to send me an email at accommodation@uv.rub.de.