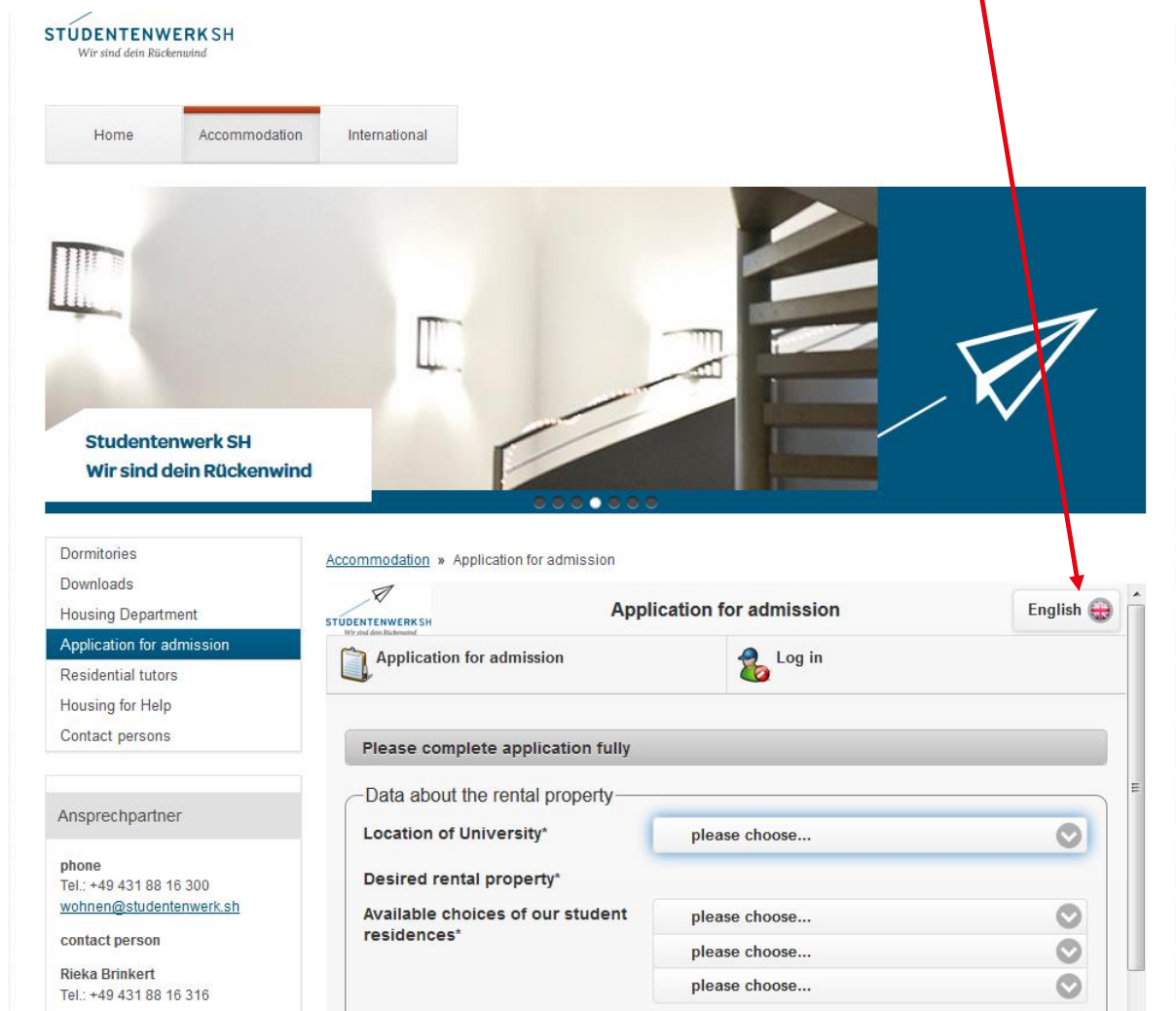# Applying for accommodation via the Studentenwerk

How to do it. Tips and suggestions.

Before you start filling out your application, you may want to have a look at the dormitories you can choose from. The *Studentenwerk* runs the students' residences and has put an overview together here.

Now, to apply for a place in one of these dormitories, visit the accommodation section of the Studentenwerk's website (make sure the language is switched to English). You should be here now:
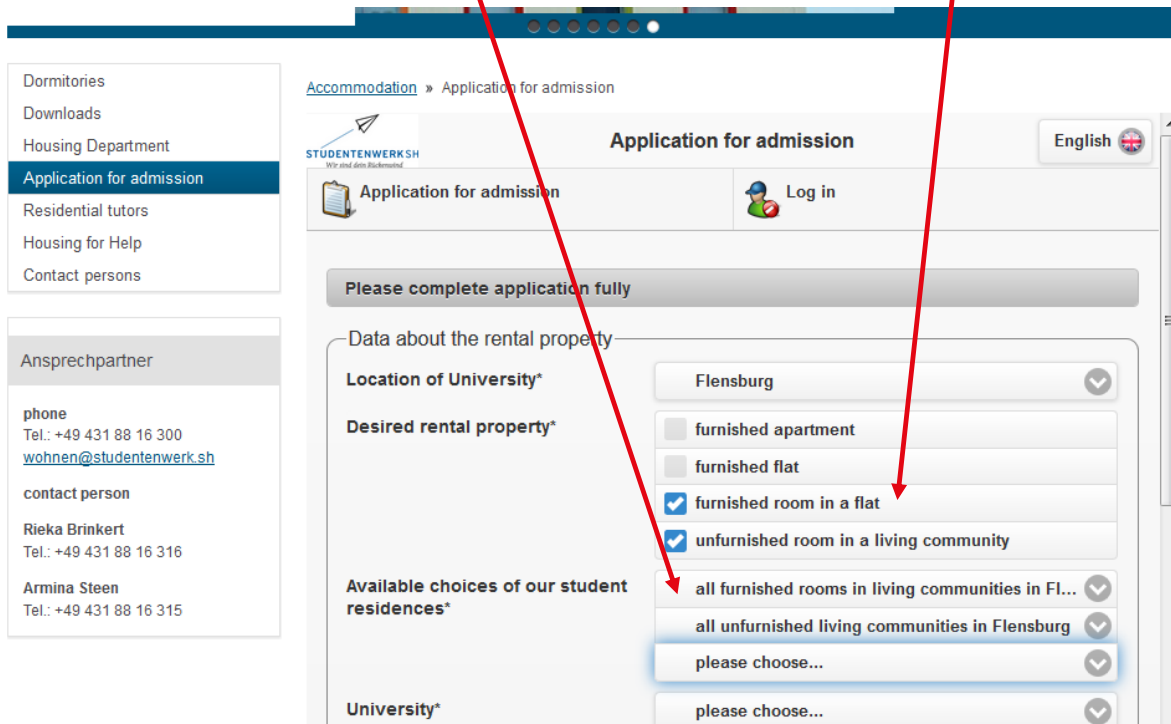

Now you can fill in the application form. Here are a few tips and suggestions to make the application process as easy and successful as possible for you:

Section 1: Data about the rental property

Your chances of succeeding will be higher if you select "furnished room in a flat" under "**desired rental property**" as there are more rooms available than flats.

We also suggest making "all furnished room[s] in a flat in Flensburg" your top choice of student residences.

[Just for your information and in case you were wondering, "living community" is a literal translation of the German word for "shared flat".]
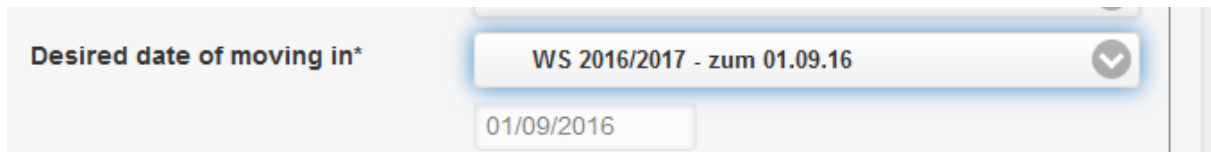
You can make three choices altogether. By making "all furnished rooms…" your first choice, you apply for all of the residences and do not limit your options.

You can only rent rooms (and apartments) in the students' residences for an entire semester. So "**your desired date of moving in**" is determined by the semester you plan to spend at FUAS.

If you will be here for the summer semester (1 March – 31 August), select "SS [YEAR]". If you will be here for the winter semester (1 September – 28/29 February), select "WS

[YEAR]". (In the picture below we are about to apply for the winter semester 2016/2017, i.e. we would like to move in on 1 September 2016.)

| Desired date of moving in* | WS 2016/2017 - zum 01.09.16 |
| | 01/09/2016 |

You can use the calendar function to change the date that is filled in automatically but you may still have to rent the room/apartment for the entire semester.

The last question in this section is how much money you plan to spend on rent per month, i.e. "**max. amount of costs for rental**". The average cost for rent in the dormitories in Flensburg ranges from 194 euros to 292 euros per month (have a look at the overview we mentioned above); we recommend entering an amount between 200 euros and 230 euros here.

Section 2: Personal data

Next you will have to provide your **name** and **first name** – that should be fairly easy ☺

When entering your **date of birth** (manually), please note that the commonly used way of giving a date in Germany is DD.MM.YYYY, i.e. 10.09.2014 for 10 September 2014.

Finally you will have to enter an **e-mail address** the Studentenwerk can reach you under and any health problems you may have ("**special needs**" in this form).

Section 3: Data about the study course

Here, you are asked what you will be studying at FUAS ("**Faculty**" in this form). If you are not sure how your degree programme is represented in this list, please ask us.

Also, please provide the **number of terms** you will stay at FUAS: If you are an exchange student, this will usually be 2 if you are staying for a full academic year, 1 if you are staying for one semester. If you are a full degree student, simply enter the number of terms your degree programme is designed to take (e.g. 4 for Wind Engineering, 3 for Biotechnology and Process Engineering).

Section 4: Home address:

Now it's back to information about you: Please enter your **home address**. This includes your **street** name and house number as well as the **city** you live in and the **postcode**.

After you have entered your home **mobile phone number**, you are almost done.

Sections 5, 6 and 7: Address (termtime), Hints, Security Code

You can obviously not provide an address in Flensburg ("**address (termtime)**") yet, so you can skip this section.

If you have any other comments, enter them into the "**hints**" box.

To submit your application, check that the information you have provided is correct and complete. If this is the case, check "**I hereby confirm…,**" enter the **security code** and do not forget to hit the "**Send**" button.