



Accommodation Guide

Housing for international students



Universität
seezeit

Verwaltung
Beratung
Service Center
Mensa Gießberg
CampusCafé
BibCafé

+4

Seezeit
Kinderhaus

rdt-Straße
r-Sombart-Straße
hlstraße

6

nigsbau

ansdorfer Straße

Mainastraße

onstanz

Bodensee

Mainastraße

5

Am Schmerzenmösle

Jungerhalde

Allmannsdorf

Mainastraße

Schiffstraße

Staad



Fähre
Konstanz – Meersburg

Residences in Konstanz

- 1 Sonnenbühl West I
- 2 Sonnenbühl West II
- 3 Sonnenbühl Ost Hochhaus
- 4 Sonnenbühl Ost Gruppenhäuser
- 5 Jungerhalde
- 6 Sonnenbühlstraße 38/40
- 7 Europahaus
- 8 Jan-Hus-Haus
- 9 Paradies
- 10 am Seerhein
- 11 Petershauser Straße
- 12 Schürmann-Horster-Weg
- 13 Petershauser Bahnhof

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To all international Students

Welcome to Germany! Welcome to Baden-Württemberg! And welcome at the most beautiful Lake of Constance! We hope that you had a pleasant trip and that you find your new place in the very best condition.

However, one important part of studying abroad in Germany is to get to know the German culture and lifestyle. In order to take the first step towards a year or semester of unique experiences we would like to assist to make your start and stay as pleasant as possible.

As far as living in our resident hall is concerned, we have put together some of the important information which could be useful for you, during your stay here.

To find out more of our services and our dorms, we would like to draw your attention to our website seezeit.com/en. There are various forms and menus from the canteen / cafeteria which you can download.

We wish you a good start, an enjoyable stay and successful studies!

Seezeit Studierendenwerk Bodensee



Student housing department

Tenancy contract enquiry

During the consultation hours, no calls will be entertained.

Anna Isele
Level K3/ Room K304
Universitätsstraße 10
78464 Konstanz

Tel +49 7531 - 9782 804
Fax +49 7531 - 9782 109
studentisches.wohnen@seezeit.com
seezeit.com/en

Office hours	Monday – Thursday	9.00 – 12.00 hr. and 13.00 – 15.00 hr.
	Friday	9.00 – 12.00 hr.

Personal account enquiry

Gabriela Schöller
Level K3/ Room K308
Universitätsstraße 10
78464 Konstanz

Tel +49 7531 - 9782 806
Fax +49 7531 - 9782 109
studentisches.wohnen@seezeit.com
seezeit.com/en

Office hours	Monday – Friday	9.00 – 12.00 hr.
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Our Bank Account

Recipient: Seezeit Studierendenwerk Bodensee (Address: Universitätsstraße 10, 78464 Konstanz)
Bank: Sparkasse Bodensee (Address: Marktstätte 1, 78462 Konstanz)
IBAN: DE79 6905 0001 0000 0407 09 BIC: SOLADES1KNZ
Account Nr.: 40709 Bank code: 690 500 01

Resident Service Assistant

Responsible for appointments for checking in and checking out. Please make an appointment in advance with the Resident Service Assistant, via E-Mail or call. Check in and check out is not allowed on weekends, during the German public holidays and before the given date.
E-Mail: mieterservice@seezeit.com

Team 1: Office Jan-Hus-Haus Rheingutstr. 34, ground floor 78462 Konstanz	Laura Matthäus, Tel +49 7531 - 9782 821 Only for the following dorms: Jan-Hus-Haus, Europahaus, Schürmann-Horster-Weg, Paradies, Petershauser Straße, Petershauser Bahnhof
Team 2: Office Seerhein Hindenburgstr. 3, 1st floor 78467 Konstanz	Katharina Martinez Rodriguez, Tel +49 7531 - 9782 822 Only for the following dorms: am Seerhein, Jungerhalde, Sonnenbühlstr. 38/40, Weingartshof, Tettninger Straße, Lazarettstraße, Fallenbrunnen
Team 3: Office Sonnenbühl West I Jacob-Burckhardt-Straße 4, 1st floor 78464 Konstanz	Cristina-Mihaela Nicolau, Tel +49 7531 - 9782 823 Only for the following dorms: Sonnenbühl West I + II, Sonnenbühl Ost Gruppenhäuser, Sonnenbühl Ost Hochhaus



Tutors

In nearly every Student residence, you will find a group of tutors to assist you upon your arrival and especially at the beginning of your stay. Their aim is to build an active community life and to help with social and cultural issues and also to encourage the integration of the international students within the housing complex. The names and E-Mail addresses of the tutors can be seen at the entrance of your building.

If you are in doubt, we hope our tutors are able to give their assistance:

- On Briefing the House rules and regulation
- Show you the proper way on waste separation
- Briefing on general rules on hygiene, health and reduction of energy consumption (electricity, water and heating) within the residence
- Help in setting up your PC or contacting the PC support team
- Try to communicate if you have a problem or conflict with your Flat mate
- Organization of events to meet other residents

If you are still in doubt and need further information, please do not hesitate to approach our Resident Service Assistant or the housing administration office.



Technical problems (notice of damages)

For all dorms

If you happen to have a problem in and around your dorm, please use our online portal to send us a damage report:

<https://tl1host.eu/SWKN/#maintenance>

For the login details please ask the resident service assistant.

Emergency phone numbers

In case of danger, please do not hesitate to use these phone numbers:

Rescue Service, Fire Brigade: 112

Police: 110

Internet-Support

Seezeit-own internet networks:

Sonnenbühl West I, Sonnenbühl Ost Hochhaus, Sonnenbühl Ost Gruppenhäuser, Paradies, am Seerhein, Petershauser Bahnhof, Lazarettstraße, Fallenbrunnen:

Internet connection is available at no extra cost, so no obligation for permanent availability.

Support-Hotline (Mon–Thurs 9.00–4.00 hr., Fri 9.00–12.00 hr.)

phone number: +49 7531 - 9782 882 or helpdesk@seezeit.com

WIFI eduroam:

Sonnenbühl West II, Jungerhalde, Jan-Hus-Haus, Europahaus, Petershauser Straße, Sonnenbühlstraße 38/40:

Internet connection is available at no extra cost, so no obligation for permanent availability.

Support-Hotline (Mon–Thurs 9.00–4.00 hr., Fri 9.00–12.00 hr.)

phone number: +49 7531 - 9782 882 or helpdesk@seezeit.com

Commissioned internet networks:

Schürmann-Horster-Weg, Tettlinger Straße, Weingartshof:

Internet connection is available at no extra cost, so no obligation for permanent availability.

Support-Hotline: mywire Datentechnik GmbH

phone number +49 621 - 4834 8160 or support@mywire.de

For all networks: You are responsible for any data transfer, which runs over the network socket in your room. In case of abusive use, the connection will be blocked.

Important information

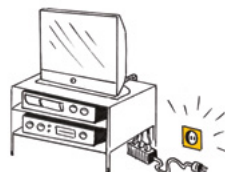
Here are a few important information that must be observed.

- Smoking in the room / House is strictly prohibited.
- For security reason, please lock all doors to main entrance after 10 pm.
- Be considerate towards your neighbors. Keep the noise level down from 10 pm to 7 am.
- Party is only allowed when permitted by the housing department. The party organizer is responsible for any damage done during the party and must make sure that the place is tidied up the next day. If a cleaning company were to be called to remove the dirt left behind, the bill must be paid by the party organizer. Each tenant is responsible for the behavior of its guests.
- Help save water and electricity.
Switch off electrical appliances and lights when not in use.
- Do ventilate your room daily. While breathing humans use up the oxygen in the air. The humidity increases throughout the day, e.g. caused by showers, cooking, breathing, and sweating. Humidity is the main cause for mold!



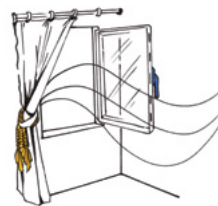
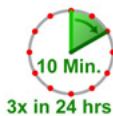
Wrong way: tilted window

Tilting the window is not an effective way to change the air in a room. Instead heat from radiators escapes outside. Also the walls close to the window cool down and the risk of mold increases drastically. Hence, we ask you to be responsible and not to try changing the air through tilted windows.

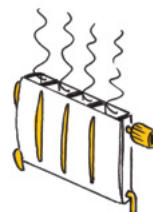


Correct way: cross-ventilation

Turn off the radiator. Open the entire window. If possible also open the windows in the rooms across from yours or the windows on the opposite side of the room. This is the best way to change the air in the entire apartment. Duration: 10 to 15 min., afterwards close the windows and turn up the heat.



- Waste should be separated accordingly: Please obey the separation of garbage (organic waste, glass and paper are to be separated; details on page 14). Organic waste must be emptied regularly.
- No modifications in the room are allowed. Personal furniture is to be removed when checking out. Large household appliances and bulky furniture are prohibited.
- Keep evacuation routes free.
- No pets are allowed.
- Maintain cleanliness of your room. Only clean rooms will receive refund of the deposit!!
- Before moving out of the dorm, an appointment must be made with the Resident Service Assistant, at least 2 weeks in advance.
- Broadcasting Contribution Fees (GEZ) are not included in the rent; please see for more information: <http://www.rundfunkbeitrag.de/>
- Please refrain from using international electronics which were not tested in Europe or by European standards. In the past such devices have damaged our power supply.



Kitchen

In the kitchen smoking is absolutely prohibited. Cooking is only allowed in the kitchen, not in the room. When cooking, doors are to be kept closed and the windows are to be open. Each tenant is responsible for the behavior of its guests in the kitchen.



Each tenant is responsible for keeping the kitchen clean and tidy.

- Packaging and food waste must be disposed of
- Dishes are to be washed and placed in the closet, after use.
- The oven must be cleaned regularly.
- The refrigerator must be defrosted every 8 weeks.
- The tenant is expected to remove his/her expired food.
- The Dishware and Cutlery are part of the facilities of the common kitchen. It should not be taken away, hidden or borrowed.



Please note the garbage duty. These responsibilities include:

- Dispose of bottles
- Disposal of organic waste
- Disposal of waste paper (Newspapers, magazines, packaging)

If you should be absent, during your turn to remove the garbage, make sure you find somebody to take over your duty.



Shower & Bathroom

Each tenant is obliged to maintain order and cleanliness of the toilets and showers. After showering, the cabins are to be left clean, the same goes for the toilets. Clothing, towels, bath/cosmetic utensils and personal belongings must be removed after use.



By not fulfilling your duty, it will be reported to the housing department. A serious or repeated violation of the house rules can lead to an immediate dismissal or termination of the contract.

Washing Machine and Dryer (appWash)

Normally you can find both the washing machine and dryer in the laundry room. However, you need to pay for their usage.

The use of the machines is fee-based and is handled via the Service app-Wash. You can book and pay for your machines online. You can find all the important info at seezeit.com/appwash



The washing machine and dryer, as well as other electrical appliances like the refrigerator are not allowed to be installed in rooms or apartments. The room rental includes the usage of all utilities.

Keys & Security

Please refer to the General rules and regulations as stipulated by Seezeit Studierendenwerk Bodensee.

Residents are advised not to keep large amounts of money and valuables in their rooms. For security reasons, residents are to lock all doors and windows each time they leave their rooms.

The Seezeit Studentisches Wohnen assumes no liability for damaged, lost or stolen personal belongings.

Residents are not to duplicate any keys issued by the Seezeit Studentisches Wohnen. Unauthorized entry to a room by means of a duplicated key is a serious offence.

A sum of money shall be charged for the loss of any key or card key issued by the Seezeit Studentisches Wohnen. For some apartments, a change of door cylinder is necessary if the door key is lost and there will be additional charge.

Please refer to the charges incurred on our website.

Separation of household waste

Yellow Bag (Gelber Sack)

Recyclable Trash/
Waste (packaging
with Green Point) e.g.:

- Aluminums lids, -foils
& tin
- Plastic cups (yoghurt,
margarine)
- plastic bags, -foils
- Juice & milk cartons
- Shampoo bottles
- Plastic jars & yoghurt
bowl
- Soup bags
- Tubs of mustard,
toothpaste
- Coffee packaging
- Plastic packaging
- Composite material



Residual Waste (Restmüll)

Non-recyclable
Trash/Waste e.g.:

- Ashes, Cigarettes
- Tapes, diskettes,
Film and CD's
- Photographs
- Rubber, rubberbands
- Candles
- leather
- Pantyhose/nylons
- Ceramics
- Mirrors
- Sponges
- Vacuum cleaner bags
- Sanitary towels/
napkins
- Diapers/nappies
- Toys



Organic Waste (Bio-Müll)

Compostable Trash/
Waste e.g.:

- Plants, soil
- Kitchen rubbish/
garbage
- Hair
- Cheese rind
- Cork
- Kitchen paper
- Tissue
- Fruit peelings
- Leftover food
- Tea bags
- Coffee and filter
- Rotten food

Important!
Wrap organic
waste or leftovers in
newspaper, do not
use plastic, as it is
non-compostable!



Paper (Altpapier)

Newspapers,
Brochures,
Leaflets

Envelopes

Papers

Cardboard boxes
(folded)

Important!
Do not put in Tetra-
packs, Wallpaper,
plastic-coatings,
manifolder and
carbon paper,
sanitary paper



Bottles/Glass (Altglas)

Put non refundable
glasses and bottles
in the appropriate
container or take it to
the recycling yard.



Special Waste (Sondermüll)

There are special
days and places
where these ha-
zardous products
are collected. Ask
the Houskeeper for
dates of collection.

Dyes

paint

chemicals

cosmetics

medication

thermometers

sprays

You can put batteries
in the green boxes
in the Housekeepers
office.



Important: Please note the following contract conditions!

Study certificate

At the beginning of each semester you need to hand in a new certificate of study. Please use only our online-platform: **<https://tl1host.eu/SWKN>**

The deadline are: for spring semester 30th of April, for Fall semester 31st of October

Termination

Please refer to the General rules and regulations as stipulated by Seezeit Studierendenwerk Bodensee. It is generally not possible to cancel the rental agreement before the official end. Subletting your room (e.g. Airbnb) is not permitted.

Room transfer or changing room

Residents are not to exchange or transfer their rooms without approval from the Seezeit Studentisches Wohnen. Generally, change of room after allocation is not permitted. Only special cases will be considered on a 'case-by-case' basis. A room transfer fee of € 50 will be charged. After approval, appointments with the present, as well as the future housekeeper must be made.

Extension of the tenancy contract

Room rentals are possible only for a maximum of 2 semesters (depending on the agreement with the International Offices). If you wish to extend your stay, do not forget to hand in your request, at the latest until 15th December (for Summer Semester) or until 15th May (for Winter Semester).

We will then consider, if an extension is possible. We will only accept forms that are signed and stamped by the International Office. If you missed the deadline, your application for an extension will be rejected.

Check-out

Advance notice is to be given for withdrawal from our Student Accommodation. Details can be obtained from the Seezeit Studentisches Wohnen Office.

After the termination of contract is approved by the Seezeit Studentisches Wohnen Office, an appointment must be made with the Resident Service Assistant at least 2 weeks prior to leaving.

Upon check-out, residents are to ensure that their rooms and the common areas are clean and shall remove all their belongings from the room, including bicycles from the bicycle shed; failing which, the Studentisches Wohnen Office shall remove their belongings from their rooms without liability. Any cost incurred from the removal shall be charged to the last occupant(s).

The keys must be returned at the latest, on the last working day of the month. After office hours, on weekends and local public holidays no check-out is allowed. The Official Check out is the last working day of the month.

Residents who do not make an appointment with the Resident Service Assistant or do not return their room keys by the checkout date shall be charged accordingly. Please refer to the charges incurred on our website.

Refund of deposit

The deposit will only be refunded, provided the room is being left clean and no damage done to the furniture or lost key. The refunds are made approx. 3 months after the end of the contract. To transfer the deposit, we require your Bank details. Please fill up the form clearly and using Block letters. Insufficient information or uncompleted form will delay the process. Please note: No cash refund!

For EU-countries, please use the form: seezeit.com/Kautionsauszahlung-EU

For Non-EU-countries, please use the form: seezeit.com/Kautionsauszahlung-Nicht-EU



To do list before checking-out

Make a check-out appointment with the housekeeper at least two weeks before departure.

- Room must be cleaned (including windows, floor, furniture, etc.)
- If necessary, walls need to be painted.
Paint for the wall is available from the housekeeper, free of charge.
(Brush can be obtained by leaving a € 10 deposit)
- Be sure that all furniture stated in the inventory list is available.
- Clean Kitchen:
 - Hob (burned spots on hot plates)
 - Oven and baking tray (burn-fat)
 - Refrigerators (outer surfaces and interiors)
 - Windows (inside and out, inside of the window frame)
 - Floor (mop)
- Common area (kitchen, hallways, door to the flat, stairways, closet, bathroom and Toilet) are to be thoroughly cleaned
- Dispose the rubbish accordingly.
- Encourage your flat mate to take part in the cleaning.
- Should any (private) furnishings to be taken over by the next tenant, a written permission from the Housekeeper must be obtained.

A preliminary room control by the housekeeper is necessary to avoid any last minute problem and a smooth hand-out process. Only then we can refund your deposit at an early notice.

The room must be handed over to the housekeeper cleaned, otherwise, we reserve the right to open the room and have it cleaned at the tenant's expense.

Should you not be able present for the hand-out, please use the authorization form to be handed to the housekeeper.

Please use the following form: seezeit.com/Vollmacht

Administration and Penalty Charges

Administration service

Administrative fee	€ 50,-
Administrative fee for Sub-tenant	€ 20,-
Fee for (permitted) room transfer	€ 50,-
Penalty / notice fee due to rental debt	€ 5,-
Bank charges due to late payment	€ 3,-
Negligence fee (missed appointments, missed deadlines)	€ 25,-

Operation – Housekeeper service

Not completing check-out procedures	€ 20,-
Lost key	approx. up to € 300,-
Pillow, bed sheets, linen set	€ 45,- (to buy)

No liability is assumed for the accuracy of these charges.
Please refer to the charges incurred on our website.

Letter of Authorization

Please use the following form: seezeit.com/Vollmacht

Authorization
to receive the Key and the Handover Document

Herewith I

First name and last name

Date of Birth

Adresse

ID Number of the Rental Agreement

- Authorizer -

authorize

First name and last name

Date of Birth

Adresse

- Authorization Recipient -

to pick up the keys and the handover document for

Room/Apartment Nummer

in Residence

that has been rented to me by Seezeit Studentenwerk Bodensee, Studentisches Wohnen, Universitätsstr. 10, 78464 Konstanz. This authorization authorizes the recipient to engage in all relevant actions and issue statements in connection with obtaining the key and the handover protocol, and, in specific, to sign the handover protocol.

The authorization recipient was made aware that he has to present this authorization (original) and show proof of his identity to the residence manager with either ID or the passport when receiving the key and the handover protocol.


Location

Date

Signature of the Renter

Refund of Deposit Form

For EU-countries, please use the following form:
seezeit.com/Kautionsauszahlung-EU



Seceet – Software für die elektronische Kommunikation

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 Fax +49 381 721 1008, e-mail: seceet@konradt.de oder seceet@konradt.de, Internet: http://www.seceet.de, 0243-9202-102

Bankdaten für Kreditlinienbewerzung in ein EU-Land
Bank details for transfer of the security deposit to an EU-country

Sie füllen das Formular vollständig und sorgfältig in Druckbuchst. aus!
 Please complete the form completely and carefully, using block letters!

Bei fehlenden Angaben kann die Kreditschicht zurück überwiesen werden.
 When details are missing, the deposit can't be transferred.

Name des Mieters: _____
 Name of tenant: _____

Wohnung: _____
 Student residence: _____

Vertragende: _____
 Date of contract: _____

Maklerbüro (für Rückfragen)
 Mail address (for inquiries): _____

Name des Kontoinhabers Name of account holder
Straße
PLZ / Ort
Land / Country
Stadt
Country

IBAN / SWIFT-Code


BRN

Name der Bank
Name of Bank
Kontonummer
Account Number
Kontostandort
Branch-Code

Datum/Unterschrift:
 Date/Signature: _____

For Non-EU-countries, please use the following form:
seezeit.com/Kautionsauszahlung-Nicht-EU

[illegible][illegible]



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Fax +49 721 781 1245 · E-Mail: kontakt@seitz-seezeit.com oder www.seitz-seezeit.com · Steuern: 060 720 000 000 · BG-Code: 0452-2004

Guidelines

Banktransfer IBAN / Account-Number:

For countries with IBAN, it is mandatory to fill in IBAN.

It is not sufficient to give only the account number.

Please note, some countries do have IBAN, although they do not accept SEPA-transfers.

Tragen Sie hier die IBAN-Nummer oder Kontonummer des Begünstigten ein. Die IBAN
privatgen. Ländern muss zwingend die IBAN-Nummer-Abkürzung sein. Die Kontonummer
ist nicht ausreichend.

Name of account holder:

Please insert this name of the account holder exactly! Please mind the correct spelling,
(especially important if account holder and artist are not the same).

Bitte achten Sie darauf, den Namen des Kontoinhabers in korrekter Schreibweise anzugeben.

Payments to USA:

If your beneficiary bank is in the USA, please insert the 9 digit ABA-Routing-Number or
Federal Number in the relevant box.

Payments to India:

It is mandatory to note the Payee Code P1306 in the reference field.

Residence in Friedrichshafen

1 Fallenbrunnen



Residence in Weingarten

2 Lazarettstraße

Weingarten

Hochschule
Ravensburg-Weingarten

Cafeteria
seezeit

PH
Weingarten

Villa Kunterbunt
seezeit

Mensa
Service Center
seezeit



Residences in Ravensburg

3 Weingartshof

4 Tettnanger Straße





Contact

Seezeit Studierendenwerk Bodensee
Studentisches Wohnen
Universitätsstraße 10
78464 Konstanz

Tel +49 7531 - 9782 800
Fax +49 7531 - 9782 109
studentisches.wohnen@seezeit.com
seezeit.com/en/accommodation