

## **Application and Procurement Guidelines for Student Residential Halls**

### **1. Residence entitlement**

Enrolled students of the following universities are entitled to residence

- Goethe University,
- Frankfurt University of Applied Sciences,
- University of Music and Performing Arts,
- University of Art and Design Offenbach,
- RhineMain University of Applied Sciences Wiesbaden and Rüsselsheim,
- Geisenheim University of Applied Sciences

Not entitled to residence are students who

- are assistant, trainee, volunteer or the like at the same time,
- are mainly employed,
- already have a vocational qualification from a university at home or abroad (this does not include the bachelor's degree, except a change of studies occurred)
- are older than thirty years
- exceeded the standard period of studies, or
- study in the fifteenth or higher semester.

### **2. Application**

The application for admission to a Studentenwerk student residential hall is to be submitted online at: [www.studentenwerkfrankfurt/wohnen/online-bewerbung/](http://www.studentenwerkfrankfurt/wohnen/online-bewerbung/).

The application must be submitted in digital form and the following documents must be added:

- a curriculum vitae and
- recent passport pictures

Incomplete applications cannot be processed.

The receipt of the application will not be confirmed in writing. No written interim statements will be given. Entering a current email address is absolutely mandatory. After the registration, the continuance of the application will be updated every month. The applicant alone is responsible for the completeness of the application. In the case of an incomplete application, the Studentenwerk will not make a rental offer.

### **3. Waiting list**

For proper processing, the applications are electronically captured and administered in a waiting list. After the application is withdrawn or completed, the stored data will be deleted.

### **4. Residential unit assignments**

Free residential units are assigned according to the chronological order of the received applications. Only accepted applications can be taken into account, and we will try to respect your special requests.

Single parents and disabled students are given priority in the residential halls.

Justified exceptions regarding the assignments will be determined individually by the head of department or the executive director of the Studentenwerk.

## **5. Ratio system**

### **a) Nationality ratio**

The ratio of different nationalities at the Studentenwerk residential halls is based on their respective presence of the controlled universities, whereby a generous apportionment formula is used for foreign students in order to balance their aggravated situation at the private housing market.

### **b) Women's ratio**

The residential unit assignments must be based on a balanced gender distribution.

### **c) Exchange students, students of the preparatory colleges, etc.**

- For exchange students of Goethe University, 105 residential units are reserved each year.
- For foreign students who participate in special courses offered by Goethe University, up to 30 residential units are reserved.
- Exchange students of Frankfurt University of Applied Sciences have 54 units per year.
- 12 residential units are reserved for students of the Institute for Law and Finance (ILF) at Goethe University.
- 12 residential units are provided to exchange students of University of Music and Performing Arts each year.
- For participants of the preparatory college, 20 residential units are provided each semester.

### **d) Participants of the Goethe University summer course, interns**

- For participants of the Goethe University summer courses, 100 rooms are reserved during the month of August. Separate usage fees apply.
- Student interns from other universities can be provided with limited space and only during the lecture-free period or for occupational reasons. Separate usage fees apply.

## **6. Duration of residence**

Tenancy agreements are concluded for a four-year duration. This is also the maximum duration of residence. The contracts can be terminated during this period with a term of 8 weeks.

The four-year maximum regarding the duration of residence can be extended in case of hardship by concluding a subsequent tenancy agreement. In particular, hardship provision applies to students with disabilities and single parents. Hardship provision also applies to students who can prove by certification of the faculty or the examination office that the graduation is imminent or that they are already in the examination phase.