



Handbook

for your arrival in the summer semester 2021

In the wake of the ongoing COVID-19 pandemic, the German Federal Ministry of Health, the Federal Foreign Office and the Federal Ministry of the Interior, Building and Community have jointly designated (international) **SARS-CoV-2 risk areas**, **high incidence areas** and **areas of variants of concern**. Therefore, different **quarantine and testing procedures** need to be taken into consideration by all incoming travellers from these areas.

As the situation continues to be very dynamic, there may occur changes at short notice. Consequently, we cannot always predict what the situation will be in a few days or weeks.

ver, in order to give all international students the chance to arrive to Frankfurt (Oder) safely and get a place of residence, we have summarised the most important conditions for international students arriving from risk areas in this handbook.

Version as of: 1st of March 2021



EUROPA-
UNIVERSITÄT
VIADRINA
FRANKFURT
(ODER)





Dear students,

Welcome to Viadrina University! In order to facilitate your arrival and the beginning of your studies at our European University in Frankfurt (Oder) in what continues to be an extremely unusual situation, we have once again prepared a compact info guide for you.

In a step-by-step manner, the guide provides useful information for planning your travel to Germany, your arrival at your student residence of the local Studentenwerk, up to the end of the obligatory quarantine period. We hope it will help you to get a better idea about the current regulations and explain all essential information related to your arrival in times of the pandemic.

For the newly enrolled students of the European University Viadrina in the summer semester 2021, the university has developed a suitable procedure in close cooperation with the local Studentenwerk Frankfurt (Oder) and the local health authorities, which takes into account the current situation and also ensures an intensive form of support for our students.

All the best and stay healthy!

Viadrina International Affairs

For all questions related to the procedure, you may contact us by phone: **+49 (0) 335 5534 4295** (Tuesday to Thursday, 10:00am - 12:00 and 1:00pm - 3:30pm) or by email at any time via **intoffice@europa-uni.de**.

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Basic information

Quarantine regulations in Germany

Anyone entering the Federal Republic of Germany who at any time during the ten days preceding their entry has stayed in a region classified as a SARS-CoV-2 risk area, high incidence area or area of variants of concern is obliged to **proceed directly to their own home or to another suitable accommodation and self-isolate there for 10 days**. During the time in quarantine, is not permitted to receive visitors from persons not belonging to one's own household during this period. The competent public health office monitors the quarantine obligation.

Note: The Federal "Länder" (regions) implement the quarantine regulations under their own responsibility. The Federal Government and the Länder have agreed to create uniform regulations as far as possible. A model quarantine regulation serves as a working aid. It is regularly updated and implemented by the Länder under their own responsibility. Ultimately, the law of the federal state you are entering or staying in is binding. All Länder have prepared relevant information on their websites. The regulations on the quarantine obligation are issued by the federal states on their own responsibility. Therefore, please check the website of the federal state in which you reside or will be accommodated to find out what the quarantine regulations are there.

Travellers who have stayed in a **1) SARS-CoV-2 risk area, 2) high incidence area or 3) area of variants of concern** over the last 10 days before their arrival to Germany, must register at www.einreisanmeldung.de beforehand and carry the proof of registration with them upon entry. The competent authority (usually the public health office) can access the data stored digitally and check compliance with the domestic quarantine or ask you to submit proof of testing or acquiesce to testing.

For travellers with previous stays in **areas of variants of concern**, registration is always compulsory. There are certain exceptions for previous stays in other risk areas and high-incidence areas. In particular, persons who have only passed through a risk area and have not had a stopover there are exempt.

If, in exceptional cases, it is not possible to make a digital entry declaration (DEA), travellers must fill in a substitute paper declaration instead.

Corona Entry Regulation of the Federal Ministry of Health

https://www.bundesgesundheitsministerium.de/fileadmin/Dateien/3_Downloads/C/Coronavirus/Verordnungen/Corona-Einreiseverordnung_BAnz_EN.pdf

Quarantine and Testing Regulation of the State of Brandenburg

https://bravors.brandenburg.de/verordnungen/sars_cov_2_quarv

SARS-CoV-2 risk areas

A daily updated **overview on SARS-CoV-2 risk areas, high incidence areas and areas of variants of concern**, provided by the **Robert Koch Institute (RKI)**, the German federal agency for disease control and prevention can be found under the following link: https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Transport/Archiv_Risikogebiete/EN-Tab.html

Please note: Whether you ultimately have to be quarantined is not a matter of nationality, but rather depends on whether the region you are travelling from is officially listed as a SARS-CoV 2 risk area, high incidence area or area of variants of concern by the Robert Koch Institute (RKI).

ATTENTION: As the epidemiological situation worldwide is still volatile therefore, the infection or incidence rate can rapidly change at any time, we recommend all students to check the official list of the RKI **regularly**. This way, you can ensure immediately before departure that the region from which you are travelling has not retroactively been designated as a SARS-CoV-2 risk area, high incidence area or area of variants of concern and that you are therefore subject to the quarantine procedure.

Two-test strategy: shortened quarantine in case of two negative COVID-19 tests

To shorten the quarantine period for entry from **SARS-CoV-2 risk areas** (NOT: high incidence areas or areas of variants of concern), two negative test results for SARS-CoV-2 must be submitted to the local health authorities.

First test

(<https://www.bundesgesundheitsministerium.de/en/coronavirus-infos-reisende/faq-tests-entering-germany.html>)

You must be able to present the result of the first SARS-CoV-2 test within 48 hours of arriving to Germany. When entering the country, you can take the test at the airports Berlin-Brandenburg (BER) or Frankfurt am Main (FRA), for example. By now, the costs for these tests needs to be covered by all incoming travellers to Germany from SARS-CoV-2 risk areas. **Please note that the costs for the first test cannot be covered by the European University Viadrina.**

Alternatively, you can also take the test in your home country before departure (also at your own expense). The test must be carried out in a member state of the European Union or in another state listed by the Robert Koch Institute at www.rki.de/covid-19-tests and must not have been carried out more than 48 hours (2 days) prior to your departure. If you are travelling by train, long-distance bus or private car, you must either be able to produce a test that was carried out no more than 48 hours ago (e.g. from test centres at border crossings, railway stations, bus stations or seaports) or have yourself tested by a local doctor within 48 hours at your own expense.

Important: It is compulsory for students from high-incidence areas to have a negative test result with them on arrival, which must be no more than 48 hours old. For students arriving from areas of variants of concern (provided that you get the general permission to enter Germany) the rules are even stricter: the test result must be no more than 12 hours old and must be presented in your country of origin before boarding the coach, plane or train.

Transport ban from virus variant areas

Please note: In order to prevent the spread of variants of the SARS-CoV-2 coronavirus in the Federal Republic of Germany, the Federal Government has issued a legal ordinance imposing a transport ban from 30 January to 3 March 2021 for persons entering the country from so-called areas of variants of concern - subject to very narrowly defined exceptions.

Persons who fall under one of the narrowly defined exemptions under the SARS-CoV-2 Protection Ordinance must comply with the registration and testing requirements of the SARS-CoV-2 Entry Ordinance as well as the quarantine regulations of your federal state.

However, the announcement of the test results can take a few days. As long as you have not received a negative test result, you must be quarantined at home. On the way home from the airport or train station, any close contact with third parties should be avoided - the **general DHM measures apply: Distance, Hygiene, Medical Mouth and Nose Protection**. After you have received your test result, you must present it to the local health authorities on demand by email (infektionsschutz@frankfurt-oder.de).

What happens if I test positive before I travel?

A positive test result prior to travel will result in you having to comply with the locally applicable regulations regarding the SARS-CoV-2. In case of doubt, you must go into isolation and you must contact the local competent authorities. Also, the means of travel (car, plane, etc.) must no longer be used.

If you have entered from a SARS-CoV-2 risk area (not a high incidence or area of variants of concern) and have only been tested in Germany, then you must go directly home or to other suitable accommodation and isolate yourself there for at least ten days. If you then receive a positive test result, you must follow the further instructions of the competent health authorities.

Important: Anyone entering from an area with a particularly high risk (high incidence or area of variant of concern) cannot be transported without presenting a negative test result.

Which tests are recognised?

In principle, **methods of the nucleic acid amplification technique** (PCR, LAMP, TMA) and antigen tests for the direct detection of the SARS-CoV-2 coronavirus are recognised.

Antibody tests are not recognised.

Rapid antigen tests are recognised if they meet the minimum criteria recommended by the WHO. These include tests that achieve $\geq 80\%$ sensitivity and $\geq 97\%$ specificity compared to PCR tests. The performance parameters of rapid antigen tests are always set in relation to the performance parameters of a PCR and vary from manufacturer to manufacturer (see package insert for rapid antigen test).

To optimise the performance of such rapid antigen tests, rapid antigen tests should not be performed by laypersons, but only by trained operators in strict compliance with the manufacturer's instructions.

The proof of testing must be provided **on paper** or in an **electronic document**, in each case in **German, English or French**. For the comparison of the minimum criteria by the competent health authorities, information on the manufacturer of the antigen (rapid) tests must be visible.

Second test

A negative test result can only ever represent a snapshot. In order to shorten the quarantine period, a second Corona test must therefore be taken at the health office between **5 - 8 days after arrival**. **The costs therefore are covered by the European University Viadrina**. The test appointments usually take place in the morning. As soon as the responsible health office receives a second negative test result, it can release you from quarantine.

IMPORTANT: the second test appointment with subsequent shortening of quarantine is arranged exclusively for students arriving from "normal" SARS-CoV-2 risk areas. Students from high incidence areas or areas of variants of concern must remain in domestic isolation for the entire 10-day period.

What happens if I test positive at the second test appointment?

Should you test positive, you must remain in domestic quarantine for a further 10 days, observing all applicable regulations and hygiene measures. After ten days, you will be automatically released from quarantine without further testing.

For more information on the legal provisions regarding the Corona testing obligation for travellers returning from SARS-CoV-2 risk areas, please check the following link: https://www.bundesgesundheitsministerium.de/fileadmin/Dateien/3_Downloads/C/Coronavirus/FAQs_Reise/Englisch_FAQ_Test-Quarantaene.pdf

What you need to know ... and how we are going to support you

Prior to your arrival

“What I need”

You should **organize your arrival between the beginning of March and mid-April 2021, ideally**. To ensure that everything runs smoothly, it is of prime importance that you provide us with comprehensive information about your arrival by filling in an **online questionnaire**¹. Before your departure, please check whether you have received from us a **letter of presence** confirming that you are required to be present on campus for study purposes, which you may have to show at the border crossing.

If possible, you can be accompanied by student tutors on the way from the airport or train station to your accommodation – respecting the current hygiene and social distancing rules.

With the help of the questionnaire, you can also tell us what **additional equipment** you need for the initial period in your accommodation (e.g. LAN cable for the internet connection in your room, kettle, adapter for terminal device, etc.). We will then send this information to the tutors so that they can take this into account when making purchases. However, it is also clear that you need to pay for the cost of all purchases yourself.

When filling in the questionnaire, we urge you to provide us with as complete information as possible! Based on this information, we can plan further steps for you more effectively.



Send a questionnaire to the European University Viadrina Frankfurt (Oder)
Link: <https://forms.gle/q7jwwQaE59mVgC1S7>



Have I received my letter of presence from Viadrina?
E-Mail: international@europa-uni.de

¹ Declaration of consent:

By completing the online questionnaire, you consent to the **storage and forwarding of your personal data** to

- the **local public health authorities** (Logenstraße 6, 15230 Frankfurt (Oder)) sowie
- das **Studentenwerk Frankfurt (Oder)** (Paul-Feldner-Straße 8, 15230 Frankfurt (Oder)) zu.

After the quarantine period has expired, all personal data will be deleted immediately.

“Where I live”

If you would like to live in a student residence hall run by the Studentenwerk Frankfurt (Oder), please submit **your online application form** for a place of residence as soon as possible. In order to facilitate the quarantine period, we accommodate all affected international students in „quarantine flats“ at the dormitories in **Mühlenweg, August-Bebel-Straße** and in some cases also at **Birkenallee**.

Correspondence with the Studentenwerk and the conclusion of the tenancy agreement is carried out **online via email**. By using an **appointment system** (ideally in consultation with your student tutor) you can arrange an appointment with the responsible janitor at the respective residence hall to receive the keys for your flat. The Studentenwerk Frankfurt (Oder) will also provide you with a comprehensive overview of the most important **hygiene and safety regulations** during your time in quarantine.

- **Apply online for a place of residence at the Studentenwerk Frankfurt (Oder)**
Link: <http://www.studentenwerk-frankfurt.de/2011/index.php?lg=de&rt=Frankfurt&ct=Wohnen&sct=Home&city=Frankfurt&style=&lk=Antraege#AnkerTop>
- **Transfer deposit and costs for the SIS-Pack to the Studentenwerk**
(total: 350,00 Euro) and, if desired, the costs for the “**Lunch Deal**” option for five or ten days (5 lunches x 5,00 Euro = 25,00 Euro or 10 lunches x 5,00 Euro = 50,00 Euro)
- **Send the signed rental contract in advance by email to the Studentenwerk**
E-Mail: wohnen@swffo.de
- **Send the SEPA Direct Debit Mandate signed in advance by email to the Studentenwerk** (if you do not have a German bank account yet, it must be submitted at a later time) | E-Mail: wohnen@swffo.de
- **Make an online appointment with the janitor to receive your keys 48 hours before arrival or consult your tutor** | Link: http://www.studentenwerk-frankfurt.de/2011/lang_de/StandortFrankfurt/Downloads.StandortFrankfurt/Faltblatt%20Wohnen%20FF_web.pdf
- **Order your food** (for five or ten consecutive days, except weekend days)
E-Mail: verpflegung@swffo.de

Contact persons of the Studentenwerk:

Mrs. Koeppe

Dormitory
August-Bebel-Straße 36-53

Tel: +49 (0)335 5650958

Mrs. Frau Straube-Seiring

Dormitory
Mühlenweg 34-36a

Tel: +49 (0)335 5650953

“I am packing my bag”

We strongly recommend that you carry a **sufficient amount of cash** (approx. 300,00 – 400,00 Euros) for the first days on site to be able to cover all costs for food, groceries, hygiene articles, household items or other personal expenses.

Most likely, you will not be able to wash your clothes during the quarantine period. Therefore, you should make sure to pack enough clean laundry for a period of 8 - 14 days.

We also advise you to carry a **well-equipped first-aid kit** with **necessary medication, personal hygiene products** (shower gel, shampoo, soap, toothbrush, toothpaste, etc.), mouth and nose protection as well as a sufficient number of **towels**.

All other necessary **items** for your place of residence are included in the so-called **SIS pack** (Contains: plate, cup, cutlery, pillow, duvet, bed linen, fitted sheets, pot, pan, trash bags, toilet paper) from the Studentenwerk Frankfurt (Oder). The cost of the SIS-Pack is **50,00 Euros** and will be transferred to the Studentenwerk in advance, together with the deposit. The purchase of the SIS pack is **obligatory** for all international students. Only students arriving from **non-risk areas**, who are not required to be quarantined can decide whether or not to purchase a SIS pack.

- **Pack sufficient mouth and nose protection**
(especially medical masks)
- **Pack hygiene products such as shampoo, toothbrush & co.**
(8-14 days to get along)
- **Pack enough clean clothes and towels**
(8-14 days to get along)
- **Pack a first-aid kit**
with all necessary medication
- **Pack LAN cables and adapters for your terminal device for internet use**
- **Cash**
(carry approx. 300,00 – 400,00 Euros with you)

All other important information about the contact persons of the Studentenwerk Frankfurt (Oder) can be found under the following link:

http://www.studentenwerk-frankfurt.de/2011/lang_de/StandortFrankfurt/Downloads.StandortFrankfurt/Faltblatt%20Wohnen%20FF_web.pdf

Upon your arrival

“I am here”

Once the data from the Digital Entry Form (DEA) are submitted to the local health authorities and you reached your quarantine flat, your time in quarantine begins. Please note, that the health department is authorised to contact you at regular intervals by email or telephone to check compliance with the quarantine and testing obligations.

Please note: Whether you ultimately have to be quarantined is not a matter of nationality, but rather depends on whether the region you are travelling from is officially listed as a SARS-CoV 2 risk area, high incidence area or area of variants of concern by the Robert Koch Institute (RKI).

https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Transport/Archiv_Risikogebiete/EN-Tab.html

ATTENTION: As the epidemiological situation worldwide is still volatile therefore, the infection or incidence rate can rapidly change at any time, we recommend all students to check the official list of the RKI **regularly**. This way, you can ensure immediately before departure that the region from which you are travelling has not retroactively been designated as a SARS-CoV-2 risk area, high incidence area or area of variants of concern and that you are therefore subject to the quarantine procedure.

- **Hand over the original signed rental contract to the janitor when picking up the keys**
- **For questions during quarantine report to the health department**
infektionsschutz@frankfurt-oder.de | Telephone: 0335 552-5301
- **Check the inventory list with your room/apartment**

During your quarantine period

“That is how I get my supplies”

Please note that during quarantine you are subject to an **absolute ban on going out and receiving visitors**. You are not allowed to leave the house or flat (not even for shopping, walking or sports activities) and/or to invite other fellow students to your apartment. In view of the current situation, organizing parties or comparable gatherings is **strictly prohibited and can be severely sanctioned!**

Remember: these measures are not only for your own protection, but also for the protection of your neighbours and all other people around you. If you break these rules, you alone will bear the (financial) consequences - and these can potentially be very expensive. An assumption of costs by the European University Viadrina is **absolutely excluded**.

Food and groceries during quarantine

During your time in quarantine, we offer you a comprehensive shopping service, which you can make use of upon demand. For this purpose, you will be in close contact with dedicated student tutors who can do your shopping for you in nearby supermarkets or other shops on **two to three dates a week**. The shopping will be handed over in compliance with the usual hygiene regulations, especially with a safety distance of two metres. The student tutors will clarify the exact details and shopping lists with you personally. If you wish, your tutor can also accompany you to the test appointment at the local health office. In addition, these tutors will initially be available to answer all your questions about studying and everyday life at the Viadrina.

Food delivery by the Studentenwerk (“Lunch deal”)

To provide you with a yummy lunch meal during your quarantine period and to let you know the talent of our Mensa chefs, the Studentenwerk offers you the exclusive opportunity to have your lunch delivered directly to your door. This “Lunch Deal” costs you a **one-time fee** of only **25.00 Euros** or **50.00 Euros** and includes daily meal delivery on five or ten consecutive days (excluding weekend days). **The meals are usually delivered between 11:00am - 1:00pm.**

We kindly ask you to indicate already in the online questionnaire whether you wish to accept the above-mentioned Lunch Deal – whether for five or ten consecutive days. Please note that your order is binding and that the money cannot be reimbursed, once you have accepted the offer. The following link will take you to the menu for the current day and the following two weeks:

<http://www.studentenwerk-frankfurt.de/2011/index.php?lg=de&rt=Frankfurt&ct=Gastronomie&sct=Home&city=&style=&lg=en&lk=Speiseplan>

Other delivery services

In addition, there is a certain number of caterers and delivery services in Frankfurt (Oder) that can deliver hot meals either at lunchtime or throughout the day. These include, among others:

- **Party-Service Henry Binder:**
www.partyservice-binder.de
- **Jake's Burger Pizza and More:**
www.lassjakes.com
- **Domino's Pizza Frankfurt (Oder):**
www.dominos.de
- **Leto Bistro:**
www.lieferando.de/speisekarte/letto-bistro-15230
- **Haiky Sushi:**
www.haiky-sushi-ffo.de
- **Turkish Riviera:**
www.lieferando.de/speisekarte/tuerkische-riviera-frankfurt-oder
- **City Sushi Frankfurt (Oder):**
www.city-sushi-ffo.de

You can find more offers at:

FFO Gastro-Guide (Facebook-Gruppe)
<https://www.facebook.com/groups/3684468651577384>

Garbage disposal

During your quarantine period, your garbage disposal will be managed by the respective caretakers in Mühlenweg and August-Bebel-Straße. For this purpose, please leave your garbage outside your flat door on Wednesdays, by 10 a.m. at the latest (!).

Medical emergencies

In the appendix to this guide you will find a compact list of doctors and medical practices in Frankfurt (Oder) and the surrounding area. In addition, you will find more detailed information in which medical practices you can communicate in English, Polish or Russian.

In case of an acute medical emergency, hospitalization to the local hospital, the Health Campus in Frankfurt (Oder)-Markendorf, can also be arranged.

Contact details of the hospital in Frankfurt (Oder) - Markendorf

Klinikum Frankfurt (Oder) GmbH
Müllroser Chaussee 7
15236 Frankfurt (Oder)
www.klinikumffo.de/klinik/kontakt

Central telephone number: 0335 548-0

In the case of **non-acute life-threatening complaints**, please contact

- a general practitioner during their consultation hours;
- outside of the consultation hours of the general practitioners, the national **emergency medical service for panel doctors** can be contacted by dialling **116 117**, www.kvbb.de

Ambulance service: 112

In case of toothache (please note: no dental care possible in the hospital):

Dental emergency service Frankfurt (Oder)
www.kzvfb.de

Ophthalmological on-call service
Telephone: 0180 558 2223 465

After the quarantine period

“What else I need to do”

Registration and handover of the apartment

Within the first three days, please check the equipment in your room and shared facilities and note any defects. Send the signed inventory list to the Studentenwerk Frankfurt (Oder) in advance **by e-mail**.

Afterwards, please apply for an **online appointment** with the responsible residents' registration office/citizen's office for the time after the quarantine **to register here as a resident in Frankfurt**.

- **Send a signed inventory list in advance by e-mail to the Studentenwerk** (within the first three days after your arrival) | E-Mail: wohnen@swffo.de
- **Make an online appointment with the Residents' Registration Office/Citizens' Office**
Link: <https://www.frankfurt-oder.de/Verwaltung-Politik/Verwaltung/Online-Services/Online-Terminvergabe/>

“I still have to do that now”

Further steps

- **Hand over the original signed inventory list to janitor on site**
- **Open up a bank account**
(if not done yet)
- **Enrol at university, pay the semester fee**
- **Send your certificate of matriculation to the local Studentenwerk by email**
E-Mail: wohnen@swffo.de
- **Keep your appointment at the local residents' registration office** (take your ID card and proof of residence certificate = „Wohnungsgeberscheinigung“ with you)
- **Register for the national broadcasting fee**
Link: https://www.rundfunkbeitrag.de/buergerinnen_und_buerger/formulare/anmelden/index_ger.html
- **Hand over the original signed SEPA Direct Debit Mandate to the respective janitor or by email to the Studentenwerk Frankfurt (Oder), Paul-Feldner-Straße 8, 15230 Frankfurt (Oder)**
- **Take out health insurance**
(if not done yet)

And do not forget:

If, despite a negative test result, you are suffering from typical COVID-19 symptoms after leaving quarantine (breathing difficulties, coughing fits, fever or loss of sense of smell and taste) within a week or two, you must immediately contact the local health authority again. You should also contact a local general practitioner immediately (preferably by telephone first).

Corona-related measures in Poland

As we are located in the German-Polish border region, we also strongly advise you (especially if you want to enter Germany via Poland or are planning to stay in the neighbouring Polish town of Ślubice) to **regularly** inform yourself about the current notices and containment measures of the Polish government.

<https://www.gov.pl/web/coronavirus/temporary-limitations>

Check list

Step by Step – that has to be done

Prior to your arrival – “What I need”

- **Send a questionnaire to the European University Viadrina Frankfurt (Oder)**
Link: <https://forms.gle/q7jwwQaE59mV9C1S7>
- **Have I received my letter of presence from Viadrina?**
E-Mail: international@europa-uni.de

Prior to your arrival – “Where I live”

- **Apply online for a place of residence at the Studentenwerk Frankfurt (Oder)**
Link: <http://www.studentenwerk-frankfurt.de/2011/index.php?lg=de&rt=Frankfurt&ct=Wohnen&sct=Home&city=Frankfurt&style=&lk=Antraege#AnkerTop>
- **Transfer deposit and costs for the SIS-Pack to the Studentenwerk**
(total: 350,00 Euro) and, if desired, the costs for the “Lunch Deal” option for five or ten days (5 lunches x 5,00 Euro = 25,00 Euro or 10 lunches x 5,00 Euro = 50,00 Euro)
- **Send the signed rental contract in advance by email to the Studentenwerk**
E-Mail: wohnen@swffo.de
- **Send the SEPA Direct Debit Mandate signed in advance by email to the Studentenwerk** (if you do not have a German bank account yet, it must be submitted at a later time) | E-Mail: wohnen@swffo.de
- **Make an online appointment with the janitor to receive your keys 48 hours before arrival or consult your tutor** | Link: http://www.studentenwerk-frankfurt.de/2011/lang_de/StandortFrankfurt/Downloads.StandortFrankfurt/Faltblatt%20Wohnen%20FF_web.pdf
- **Order your food** (for five or ten consecutive days, except weekend days)
E-Mail: verpflegung@swffo.de

Prior to your arrival – “I am packing my bag”

- **Pack sufficient mouth and nose protection**
(especially medical masks)
- **Pack hygiene products such as shampoo, toothbrush & co.**
(8-14 days to get along)
- **Pack enough clean clothes and towels**
(8-14 days to get along)
- **Pack a first-aid kit**
with all necessary medication
- **Pack LAN cables and adapters for your terminal device for internet use**
- **Cash**
(carry approx. 300,00 – 400,00 Euros with you)

Upon your arrival – “I am here”

- **Hand over the original signed rental contract to the janitor**
when picking up the keys
- **For questions during quarantine report to the health department**
infektionsschutz@frankfurt-oder.de | Telefonnummer: 0335 552-5301
- **Check the inventory list with your room/apartment**

After the quarantine period – “What else I need to do”

- **Send a signed inventory list in advance by e-mail to the Studentenwerk**
(within the first three days after your arrival) | E-Mail: wohnen@swffo.de
- **Make an online appointment with the Residents’ Registration Office/Citizens’ Office**
Link: <https://www.frankfurt-oder.de/Verwaltung-Politik/Verwaltung/Online-Services/Online-Terminvergabe/>

After the quarantine period – “I still have to do that now”

- **Hand over the original signed inventory list to janitor on site**
- **Open up a bank account**
(if not done yet)
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- **Register for the national broadcasting fee**
Link: https://www.rundfunkbeitrag.de/buergerinnen_und_buerger/formulare/anmelden/index_ger.html
- **Hand over the original signed SEPA Direct Debit Mandate to the respective janitor or by email to the Studentenwerk Frankfurt (Oder), Paul-Feldner-Straße 8, 15230 Frankfurt (Oder)**
- **Take out health insurance**
(if not done yet)

Your contact persons at Viadrina International Affairs:

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Contact person for Viadrina
College students

Tel: +49 (0) 335 5534 4292
college@europa-uni.de

Bernd Schünow

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