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/oeWayb9fiR9QneQT7

Prior to your arrival – “Where I live”

- Apply online for a place of residence at the Studentenwerk Frankfurt (Oder)

- 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 a German bank account yet, it must be submitted at a later time) | E-Mail: wohnen@swffo.de

- Make an appointment with the janitor to receive your keys 48 hours before arrival or consult your tutor

- 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-Impfzentrum-und-B%C3%B4rgerservice/index.php?
  NavID=2616.2338.1
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)
- 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)