

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)**
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 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%BCrgerservice/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)