

ACCOMMODATION GUIDE FOR INTERNATIONAL STUDENTS CAMPUS DORTMUND

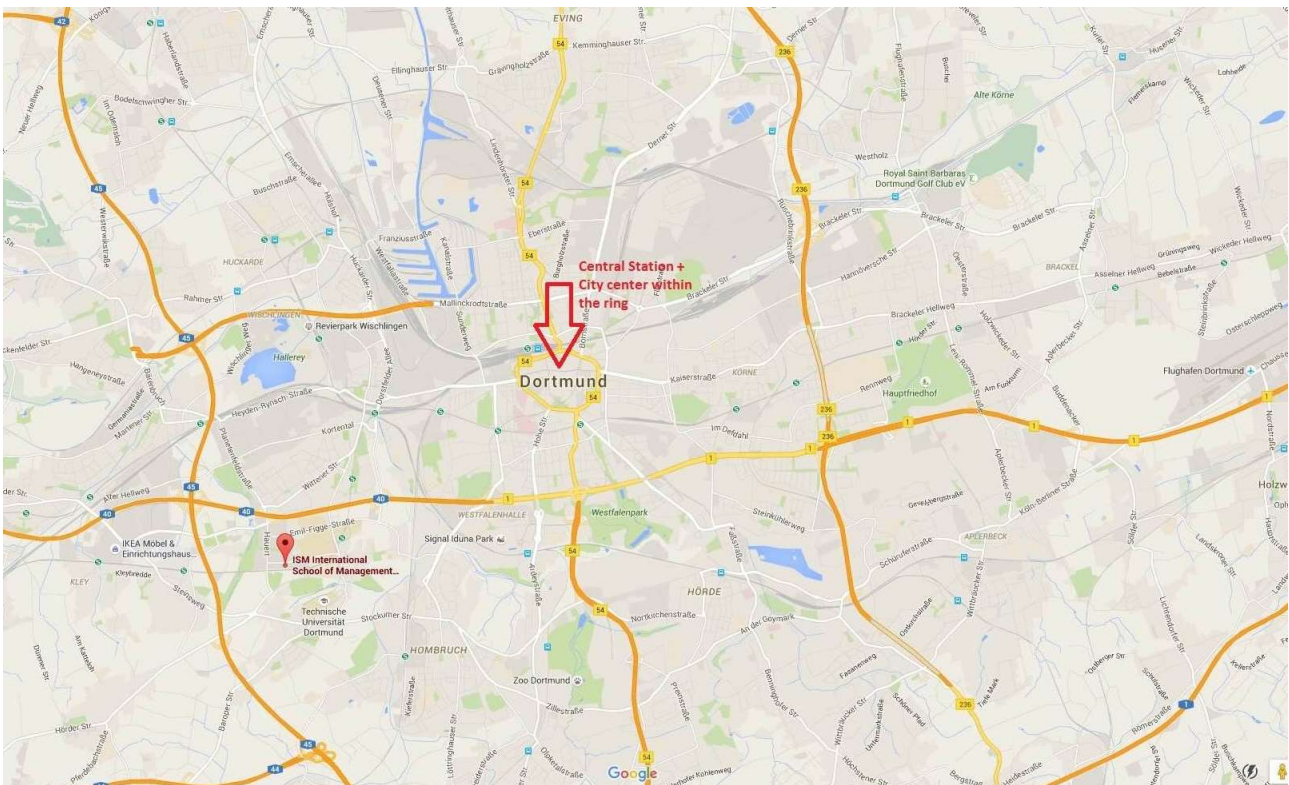


The ISM itself does not have its own student boarding house and we also do not have private accommodation we can offer to students but we try with the help of this guide to assist you as much as possible. Looking for a place abroad is already one of the first challenges that will shape you and be a good practice for standing on your own two feet! Within this guide you will find information about other links that hopefully will be useful in your independent search for accommodation in Dortmund.

However, we do **offer a limited number of rooms at the student residence Studierendenwerk Dortmund** for our international guest students (who will study at ISM for 1 or 2 semesters). Further information on how to apply will be explained below.

ISM Dortmund Location

ISM is located in the south west part of Dortmund in the so called “Technologie Park” – it’s an area where a lot of companies have their offices and where Dortmund’s public universities are located as well. The ISM can therefore be reached easily by public transportation such as S-Bahn, Metro and bus. This is very important because **the area around and close to the school is not a residential area!** Around the school you will only find the residences of the Studierendenwerk but no private accommodation. That is important to keep in mind when looking for a place to stay. But the areas around the Technologie Park are residential areas so just be open to the location – especially because you will need to buy the “semester ticket” the ticket for public transport for your whole semester anyway (which trust me will be your best friend during your time here!).



Studierendenwerk Dortmund

The Dortmund student union Studierendenwerk offers accommodation at a number of student residences. All of them are located close to the International School of Management (ISM). Downtown Dortmund can be easily reached night and day thanks to public transportation services (“S-Bahn” and “Nachtexpress”). The aerial railway “H-Bahn” connects the south and north campuses. All international students who are interested in getting a room at one of the Studierendenwerk residences need to apply via the Studierendenwerk homepage (link to be found in email) **AND** fill in the application form and send it back via email to the International Office in Dortmund. By filling out and emailing the request document you agree to any room in any residence. The **Studierendenwerk does the allocations**. We have **NO** influence in the procedure, nor on the residences the Studierendenwerk assigns.

IMPORTANT:

We only have a very limited number of rooms at our disposal, so it will be on “first come, first served” basis. Please take a look at the application form and inform yourself about the cancellation policy.

Application for exchange students (staying for 1 or 2 semesters): via ISM application form + link

Application for full-degree students: only via link – NOT via email

Link for application: https://tl1host.eu/SWDO_PRG/#admission

All international students will be assigned single rooms which are fully furnished. Blankets and pillows will be provided. Most rooms are located within 2-5 bedroom apartments. The common rooms (kitchen and bathroom) will be shared with the other residents. The kitchen is equipped with basic kitchenware (some plates/cups/cutlery/pots/pan). Bedlinen and towels can be bought in the Studierendenwerk (no cash money accepted!). And also, should something be missing, IKEA is not far from ISM, so you can get some essentials quite cheap there as well. All rooms are equipped with Internet connections and cable or satellite TV. **The internet connection** at the residence needs to be **activated first!!** For this you need to fill out a document which you will receive from the Studierendenwerk office! There is no internet before that and the Internet is not a WIFI connection, but a cable one. Make sure to pack an internet cable if you do not want to buy one here.

All facilities are equipped with washing machines, dryers, storage rooms and parking space. The prices **range from 340€ - 410€ per month and include all additional expenses like electricity, water, internet and cleaning service** (1x/week). After applying for the residence with the ISM International office, you will receive a confirmation email from ISM whether you get a room or not. If you receive a positive confirmation, you will have to do a second online application which is a pure formality guaranteeing that the residence has your contact information. Afterwards, the Studierendenwerk residence will allocate the rooms and they will send you your renting contract via email. **The deposit of approx. 700€ plus the first rent** has to be paid immediately after you have received your contract and the payment instructions via email. So you have to pay the deposit + 1st rent **before** the semester start. The deposit will be paid back via bank transfer 3-4 months after your stay. If there are any transfer fees incurred, please be aware that the students are responsible for it. Please note that you can only book full calendar month – so even if you arrive for example on the 10th of September, you have to pay the monthly full rent for September.

For more information on the residences run by Studierendenwerk you can visit:

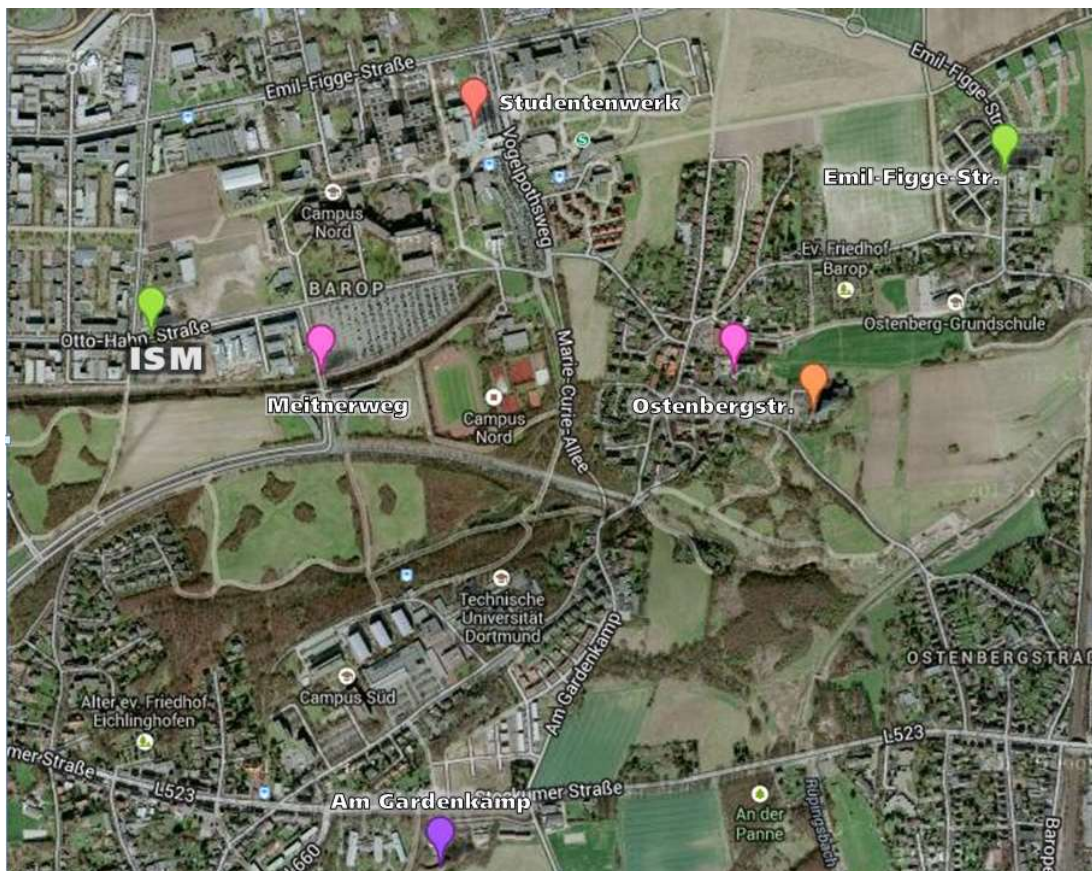
<https://www.stwdo.de/wohnen/alle-wohnanlagen> (only available in German)

Arrival to Studierendenwerk Dortmund

Once in Dortmund, you will need the original rental documents and inventory list to be able to pick up your key at the caretaker's office of each building, but only **on weekdays**, normally from 7:30 – 16:00, Thursdays from 7:30 – 16:30 and Friday from 7:30 – 14:30 (you will receive the exact move-in-times when the rental agreement is made).

For any other organizational matters, you can visit **the Dortmund student union's headquarters** on the north campus at Vogelpothsweg 85, department "WOHNEN" (on campus, orange building next to main bus stop/near tram). In order to make an appointment with the student union's headquarters you have to fill in the following application form: <https://www.stwdo.de/wohnen/sprechstunde>
Your contact person (Ansprechperson) is Sandra Nierth, your concern (Anliegen) in most cases is: "Fragen zum bestehenden Mietvertrag" (Questions on an existing rental contract).

Some locations of the student residences Studierendenwerk Dortmund



Short Time Accommodation for the First Days

- **Jugendgaestehaus "Adolph Kolping" (Youth Hostel)**
<https://www.jugendherberge.de/en/youth-hostels/dortmund/>
- **A&O Dortmund (hostel in the city centre, close to the central station)**
www.aohostels.com/en/dortmund

Other Residences/Apartment Houses

- **BaseCamp Dortmund** offers 331 student apartments and 118 hotel rooms that feature designer furniture, private bathrooms, and private/shared furnished kitchenettes in the heart of Dortmund. Minimum rental period is currently 6 months though! The rent (starting 695 for a studio and 600 for a single apartment) includes all utility costs, wifi, access to community kitchens, study rooms, co-working spaces, a fitness studio, a cinema, a laundry room and much more. You will also have access to the so-called BaseHub, a café with rooftop terrace on top of the building.
Kampstraße 1
44137 Dortmund
Email: dortmund@basecampstudent.com
<https://www.basecampstudent.com/locations/germany/dortmund/>
- **Apartment house** in the city centre (18 different apartments for 1-2 or 1-3 persons, fully furnished with TV, telephone and good internet connection)
Nettelbeckstr. 3
44147 Dortmund
Tel.: +49 (0) 231 86 33 244
<https://www.appartementhouse-dortmund.de/>
- **Nido Student**
River Studios Student Accommodation in Bochum (Attention: not in Dortmund, ~20km away)
Laerholzstraße 3
44801 Bochum
<https://www.nidostudent.de/en/locations/river-studios/>

The Most Common Links for Accommodation Search Online for Students

- **Erasmus Play**
<https://erasmusplay.com/en/> is a platform that accesses data from all kinds of recognized accommodation platforms and was created mainly for students
- **WG-Gesucht**
www.wg-gesucht.de/en: Mostly shared flats with students looking for new roommates. **You can create your own profile and post your search here so that people can also contact you.** Please note that here also rooms from the Studierendenwerk are offered privately from students living there – but be aware that to legally sublet the room of the residence you need to sign a subtenant agreement with the Studierendenwerk as well – to avoid troubles!
- **Facebook group “ISM Wohnungsmarkt”**
www.facebook.com/groups/379026162218525
Here ISM students post flat/room offers in case they want to sublet it or are looking for roommates
- **Facebook group “WG&Wohnung Dortmund gesucht”**
www.facebook.com/groups/899440363445416
Here people look for flat shares/apartments or offer their rooms/apartments for rent, many entries are in German but these days with google translate you will be able to grasp the essence

and can then contact the people in English.

- **Housing Anywhere**
<https://housinganywhere.com/> – this platform was especially created for students who are searching for affordable apartments for different periods of time.
- **Airbnb**
www.airbnb.de – a platform offering private rooms/apartments – normally for a short time – but it is often worth getting in touch with the people – as they are often willing to sublet for a longer period and also for an individual price and not the one indicated!
- **Spacest.com**
<https://spacest.com/>
leading platform for medium- and long-term rentals of rooms and apartments, to receive free support from our team of agents, they can refer to these email contacts: for Germany Contact: marlene.moser@roomlessrent.com or via Whatsapp: +39 0559970084
15% discount code: ISM15 which you have to give to the agent when booking
- **Search portal for apartments** (mostly not furnished!)
www.immowelt.de
www.immobilienscout24.de
- **University Living**
<https://www.universityliving.com/country/germany>

Offers in Local and Regional Newspapers

- Ruhr Nachrichten: www.ruhr-nachrichten.de
- Westfaelische Rundschau: www.westfaelische-rundschau.de
- Westdeutsche Allgemeine Zeitung: www.waz.de

Accommodation Agencies (one of the easiest options)

- **HomeCompany:** If you would like to search for an apartment via an agency, we can recommend you dortmund.homecompany.de/en/index. The application form can be completed very easily online and people at the agency speak English. They offer a wide range of short-term, furnished apartments. Please note that you will need to pay a commission to the agency after you sign the tenancy agreement for one of their apartments successfully.
- **Bridging Cultures** (the service is quite expensive): If you are relocating for a short-term period of 1 or 2 semesters, a furnished apartment is the ideal solution for you. Bridging Cultures advises you on the most suitable options according to your individual requirements. Our aim is to provide you with the highest standard of cost-effective and flexible temporary accommodation. Included services:
 - Individual needs assessment
 - Pre-selection of up to 3 short-term furnished rentals according to your individual requirements from which you can decide
 - Securing the apartment

- Check of the rental agreement
- Summary translation of the rental agreement into English
- Collection of the signatures
- Coordination of the deposit payment and the payment of the 1st monthly rent
- Contact: www.bridging-cultures.com

Registration with the city

We also need to **inform all students about the German registration law (Meldepflicht)**. Within the first two weeks of your arrival, you must register your address with the authorities. This registration process applies to all persons in Germany and to international guests who stay in Germany for more than three months. As of November 1st, 2015, a so-called 'Wohnungsgeberbestätigung' is required when registering one's residency at the city authorities (Bürgerdienste). This also applies to de-registrations – especially when moving back abroad. To obtain the 'Wohnungsgeberbestätigung', please contact your landlord. He or she is obliged to issue this document to you upon your request. The template for this confirmation for Dortmund can be provided upon request in the international Office. Students who will live in the residence will receive this document when signing their contract automatically. Especially non-EU students who will live in a private accommodation should make sure to have this paper signed by their landlord (e.g. at the same time as signing the contract) as this is part of the visa extension process/among the required documents.

Last Words of Advice

Last but not least, a great variety of apartments, both furnished and unfurnished, can be found on the notice board in the entrance hall of the ISM Dortmund as well as at the entrance of the “Mensa” (Canteen) of the nearby university of Dortmund (orange building close to the S-Bahn stop “Universität”).

Also, if looking online trust your common sense, do not act irrationally and better check everything more than once before agreeing and especially, do not send any money blindly to anyone! Please be aware and make sure that the person and the accommodation really exists, do **not pay** in advance if someone asks for it! Should you have doubts or questions, you can of course contact us.

Due to difficult experiences former students made, we would recommend to stay away from Dortmund Flats (<https://www.dortmundflats.de/>), for example. We know that looking for independent accommodation is not easy and does require a considerable amount of effort. But it is not impossible! Try to remain hopeful and please always remain on the lookout for traps or not serious offers! We wish you a successful room-hunting!

Your International Office Dortmund