

## Accommodation Information for KEEP

This guide is prepared for all **exchange students from partner universities** who apply for a place at the Hochschule Esslingen – University of Applied Sciences, and wish to find accommodation in a student residence in Esslingen.

Take some time to read this leaflet carefully before completing the **Student Dormitory Reservation Form**. If your form is filled out properly you will receive a prompt response but an incomplete form will cause a delay.

### General information concerning residences:

It is important that we receive your completed **form** as soon as possible, as all applications for accommodation will be considered on a “first come-first served basis”.

The deadline for accommodation application is **30 November**.

You will be assigned for a room in Geschwister-Scholl-Straße 15 (exceptions may be possible), 73732 Esslingen (only self-catering).

The rent amounts to € 1452,- per semester + deposit of € 300,-.

After having received your complete accommodation application we will send you a confirmation of receipt by email. As soon as we have done the assignment of the rooms you will be required to make a transfer of a total amount of 1752,- €.

The transfer has to be done until 15 February.

You will receive detailed information concerning the mode of payment in the offer of the room

**Please note that there are no reductions or refunds for late arrivals or early departures. The rent must be paid for the whole rental period.**

**Latest date for checking out of the dormitory: 28 February (not possible at the weekend)**

### Filling in forms

- Please type or print clearly in black ink.
- Your photograph is essential (please not older than two years).
- Send the forms back as soon as possible (latest 31 May) to the  
**Hochschule Esslingen – University of Applied Sciences  
International Office/Accommodation Service  
Kanalstraße 33  
73728 Esslingen  
Germany**

### Student Contact Details

Every section of the student contact details needs to be completed.

Please note clearly which address is the address you want to be contacted and **until** - or **from** which date the address is valid.

### Cancelling of reservation:

If you decide that you do not need accommodation, please inform the International Office / Accommodation Service as soon as possible (latest until the **15 January**) in written form to the above mentioned address.

**Hochschule Esslingen – University of Applied Sciences  
International Office/Accommodation Service  
Kanalstraße 33  
73728 Esslingen  
Germany**

### Arrival at Esslingen

Before your arrival you will receive an email with information concerning the location of the dormitory and the check-in-times. On the arrival day please go directly to the dormitory, where you will be greeted by a staff member of the international office. You will be required to sign a rental agreement for the period of your study.

If you arrive out of the official arrival day, a suggested place to stay is the Youth hostel

Jugendherberge Stuttgart  
Haußmannstraße 27  
70188 Stuttgart

Tel: +49 (0) 711 66 47 47 - 0  
Fax: +49 (0) 711 23 610 41  
E-Mail: [info@jugendherberge-stuttgart.de](mailto:info@jugendherberge-stuttgart.de)

### **Frequently asked Questions**

#### **Is my room furnished?**

Your room is furnished with bed, pillow, bedspread, chair, desk, wardrobe and lamps.

#### **Where is the bathroom?**

Two rooms share one bathroom.

#### **What equipment is supplied in the self-catering halls in the kitchen?**

There is a kitchen on each floor, shared with 12, 16 to 24 students.  
Cooking utensils, crockery and cutlery are not generally provided, though there is the possibility that there is a stock from former residents.  
Cookers, fridges, freezers and cupboards are provided which may be locked with your key.  
Please notice: There are no microwaves, toasters, egg boilers or rice cookers provided.

#### **What happens to my mail?**

In the dormitory there is a mailbox for each room number. The postman will put your mail into the appropriate mailbox. Be sure of notifying the correct address and the room number.  
Example: Geschwister-Scholl-Str. 15 / room-no.

#### **Are there phones in the residence?**

#### **Is it possible to install a private phone and internet connection in my room?**

There are public phones in the residences.  
There are private phones and internet connections in the rooms.  
Phone bills are not included in the monthly rent.

#### **Am I allowed to have guests in the residence?**

The room is rented out for one person only.

#### **What about laundry and linen?**

There are washing machines and dryers available in the dormitories. They work with special coins you buy from the janitors. A set of bed sheets is provided by the janitors. You have to bring your own towels.

#### **Is it possible to move within the university managed accommodation? No.**

#### **What happens to the deposit when I move out?**

It will be refunded not earlier than six weeks after the rental agreement has expired, provided that the room is left in condition ready to move in, with complete inventory and all keys.

#### **Is it possible to extend my rental agreement?**

There is a possibility to extend your rental agreement from winter to summer term.

#### **Does the janitor speak English?**

Yes, he does.

#### **More Questions**

If you have further questions concerning accommodation please contact us: [housing@hs-esslingen.de](mailto:housing@hs-esslingen.de).

**Your International Office/ Accommodation Service**