

## APPLICATION FORM

# STEP BY STEP TO ACCOMMODATION



### 1. APPLICATION/DECISION CRITERIA FOR APPLICANTS

Successful applications must include the expression of interest form, a short resume, and a photo. The application form must be filled out completely and correctly. **Application forms with missing or false information will not be considered.** Application materials are only valid for one semester. If it is later discovered that false information was provided, an acceptance can be revoked. **Please note that completing this request form does not entitle you to accommodation.** Only students registered at Hochschule Reutlingen are eligible for rooms.

Completed applications can be mailed to

GWG – Wohnungsgesellschaft Reutlingen mbH  
Federnseestraße 17  
72764 Reutlingen

or e-mailed to [students@gwg-reutlingen.de](mailto:students@gwg-reutlingen.de)

### 2. ALLOCATION PROCEDURE/ORGANIZATION

The rental contract for a room in the student dormitory is valid for a period not longer than 6 semesters. It cannot be changed or terminated. The term times are from 01.03. – 31.08. or 01.09. – 28.02.

#### PLEASE NOTE:

The GWG will inform applicants, if a room could be allocated. When an acceptance is issued by GWG – Wohnungsgesellschaft Reutlingen mbH, the corresponding documents will be prepared immediately with a response period. The applicant has to send back those documents to GWG by mail – signed and in duplicate within this period. If the period ends and no response from the applicant is received, the contract will no longer be valid.

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### 3. PROOF

At the beginning of each semester, all residents must provide proof of enrollment from their university, which confirms their student status.

- a.) If you are just beginning or have recently changed your program of study, you must provide an acceptance letter from your university along with your signed rental contract. If you have not yet received a letter of acceptance, you must notify the GWG – Wohnungsgesellschaft Reutlingen mbH, immediately upon signing your rental contract. Then, please provide this letter as soon as possible.
- b.) Returning students (2nd semester or later) must provide current proof of enrollment from their university, along with the signed rental contract.
- c.) All residents have until the end of April in the summersemester and until the end of October in the wintersemester to provide proof of enrollment for that semester.

GWG – Wohnungsgesellschaft Reutlingen mbH  
Federnseestraße 17  
72764 Reutlingen  
Postfach 1652  
72706 Reutlingen

Telefon 07121 277-186  
Telefax 07121 277-222  
E-Mail [students@gwg-reutlingen.de](mailto:students@gwg-reutlingen.de)

## APPLICATION FORM

IMPORTANT: PLEASE ENCLOSE A SHORT CV AND A PICTURE!

### YOUR WISHES

For admission to

Theodor-Litt-Haus/Adolf-Reichwein-Haus     Wohnheim Albstraße 93 (only for woman)

for Sommersemester \_\_\_\_\_     for Wintersemester \_\_\_\_\_ / \_\_\_\_\_

Is it acceptable for you to stay in a double room?

Yes     No. Why not?: \_\_\_\_\_  
\_\_\_\_\_

### PERSONAL INFORMATION

Ms     Mr    First Name: \_\_\_\_\_ Family Name: \_\_\_\_\_

Address (road, post code, town/city): \_\_\_\_\_  
\_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Marital Status:     single     married

Contact address to which the lease contract should be send, e.g. address during vacation: \_\_\_\_\_  
\_\_\_\_\_

## APPLICATION FORM

### YOUR STUDY

I am registered at Hochschule Reutlingen.

Yes  No

Do you have an admission?

Yes  No

For how many terms do you want to rent a room?

1  2  3  4  5  6

The duration of your rental contract will be adapted to your desired number of semesters.

### INFORMATION FOR FINANCING

Value per month

Support through parents:

\_\_\_\_\_ €

Support through husband/wife:

\_\_\_\_\_ €

Own income:

\_\_\_\_\_ €

Scholarship:

\_\_\_\_\_ €

Did you applied for Bafög?

Yes  No

\_\_\_\_\_ €

Other income:

\_\_\_\_\_ €

**Total income per month:**

\_\_\_\_\_ €

### INFORMATION ABOUT YOUR PARENTS

Parental unit 1

First Name: \_\_\_\_\_ Family Name: \_\_\_\_\_

Address (road, post code, town/city): \_\_\_\_\_

\_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Job: \_\_\_\_\_

Parental unit 2

First Name: \_\_\_\_\_ Family Name: \_\_\_\_\_

Address (road, post code, town/city): \_\_\_\_\_

\_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Job: \_\_\_\_\_

## APPLICATION FORM

### INFORMATION ABOUT YOUR WIFE/HUSBAND

First Name: \_\_\_\_\_ Family Name: \_\_\_\_\_

Address (road, post code, town/city): \_\_\_\_\_

\_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Job: \_\_\_\_\_

I agree with my signature, if I am accepted for a room in the dorm, to fulfil all the duties and responsibilities contained in the house rules. I explicitly confirm that all the information given in this application are true and correct to the best of my knowledge and belief.

### DATA PROCESSING:

I agree to a viewing of my current accommodation by the representative of GWG. I confirm the information I have given is truthful. I understand that completing this request form does not entitle me to accommodation and that incorrect information may lead to the request being withdrawn. I consent to the personal data being stored and processed in the prospect's file (computer system) for the purpose of producing an accommodation offer. The data will not be passed onto third parties.

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Signature of interested person