

## APPLICATION FORM

# STEP BY STEP TO ACCOMMODATION



### 1. APPLICATION/DECISION CRITERIA FOR APPLICANTS

Successful applications must include the expression of interest form. 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  
Oskar-Kalbfell-Platz 12  
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  
Oskar-Kalbfell-Platz 12  
72764 Reutlingen  
Postfach 1652  
72706 Reutlingen

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

## APPLICATION FORM

### 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: \_\_\_\_\_ Nationality: \_\_\_\_\_

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

### 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.

## APPLICATION FORM

### INFORMATION FOR FINANCING

Value per month

**Total income per month:**

\_\_\_\_\_ €

### INFORMATION ABOUT YOUR PARENTS

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

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

\_\_\_\_\_

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

### DATA PROCESSING:

I have noted the reference of privacy protection of GWG.

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

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