

# Fachhochschule Dortmund

University of Applied Sciences and Arts

International Office

we  
focus  
on  
students

## Accommodation in Dortmund



[www.fh-dortmund.de/int\\_housing](http://www.fh-dortmund.de/int_housing)

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## 1. Student dormitories of the Studierendenwerk Dortmund



You would like to live with other students from Dortmund and you are searching for a suitable accommodation? A dormitory is a good choice!

### **Student dormitories of the Studierendenwerk Dortmund**

There are 10 dormitories and residential complexes, which are supervised by the Studierendenwerk Dortmund (student union). If you want to get a room in one of them, you will **need** to fill out an **application form online**. As soon as there is a vacancy, you will be informed in written form. Since the dormitories are popular, **the waiting period can be up to 12 months!** Therefore, we advise you to **apply for a room before leaving for Germany**. The application form can be found here (German only):

<http://www.stwdo.de/wohnen/online-antrag/>

### **Studierendenwerk Dortmund**

Vogelpothsweg 85 (canteen building)

44227 Dortmund

Telephone: 0231/755-3624 or -3625

<http://www.stwdo.de/wohnen/>

#### **Telephone office hours:**

Monday

08:30-12:00 o'clock

13:30-15:00 o'clock

Tuesday and Wednesday

13:00-15:00 o'clock

Thursday and Friday

08:30-12:00 o'clock

#### **Open office hours:**

Tuesday and Wednesday

9:00 - 12:00 o'clock

Thursday

13:00 - 15:30 o'clock

## The dormitories

Important! After filling out an application form online you will be informed **via email** and **need to confirm** that offer.

### Waiting Period:

After you application you will be first enrolled to a waiting list and **you will receive an e-mail every four weeks** asking you if you are still interested in room at the chosen dormitory. **Please confirm your interest within the named deadline** or inform the Studierendenwerk that you do not need a room there anymore. Should you not confirm your interest within the deadline, your application will be deleted from the waiting list.

The dormitories of the Studierendenwerk Dortmund are located very closely to the University and Fachhochschule Dortmund. Depending on the size and furnishing of the rooms the costs vary between 181 to 375 Euros. You can find a listing of all housing accommodations of the Studierendenwerk Dortmund including contact person here:

- **Am Gardenkamp 43-45**  
*Frau Nicole Langanki*  
Telefon: 0231/755-5687
- **Ostenbergstraße 97-101**  
*Frau Sandra Nierth*  
Telefon: 0231/755-5688
- **Am Gardenkamp 51, 53-55**  
*Herr André Schlütermann*  
Telefon: 0231/755-8074
- **Ostenbergstraße 109**  
*-geschlossen bis Ende 2018-*
- **Emil-Figge-Straße 3,7,9**  
*Frau Nicole Langanki*  
Telefon: 0231/755-5687
- **Baroper-Straße 331-335**  
*Frau Ursula Dacher*  
Telefon: 0231/755-5294
- **Studentendorf I und II**  
*Herr André Schlütermann*  
Telefon: 0231/755-8074
- **Meitnerweg 3-16**  
*Frau Ursula Dacher*  
Telefon: 0231/755-5294
- **Emil-Figge-Straße 15-39**  
*Frau Svea Günther*  
Telefon: 0231/755-5294
- **Hacheneyerstr. 180**  
*Frau Sandra Nierth*  
Telefon: 0231/755-5688

Please note:

Due to personnel changes there may be different people to contact. Here you can find the current contact person of each dormitory:

<https://www.stwdo.de/wohnen/vor-dem-einzug/kontakt/>

Here you can have a look at the dormitories and room types:

<http://www.stwdo.de/wohnen/haeuser-in-dortmund/>

## 2. Private dormitories

Beside the public dormitories of the Studierendenwerk Dortmund there are also dormitories which are private or clerical. They cost around 250 – 500 €. Please apply in advance since the waiting period can also be up to 6 months! The dormitories in Bochum are located near to the station (U-Bahn-Haltestelle) of U35, so you can reach the main station of Bochum very



easily and fast. From here you can take the S-Bahn directly to the Campus at Emil-Figge-Straße and you are quickly at the Fachhochschule using your NRW - ticket!

- **Katholisches Studentenwerk Dortmund**  
Poppelsdorfer Straße 3-5  
44139 Dortmund  
Phone:  
Mo (8-12:30) :0231/126024  
Tue- Fr (8-12:30): 0231/1848288  
www.poppelsdorfer.de  
verwaltung@poppelsdorfer.de
- **WIHOGA On-Campus-Wohnheim**  
Am Rombergpark 38-40  
44225 Dortmund  
www.wihoga.de/campus  
e-mail: verwaltung@wihoga.de  
phone: 0231 7922070
- **Papageienhaus Bochum**  
Markstr. 118/118a  
44803 Bochum  
Phone: 0234/97647843  
www.swh-bochum.de  
e-mail: verwaltung@swh-bochum.de
- **Roncalli Haus Bochum**  
Laerheidestr. 28  
44799 Bochum  
Phone: 0234/38600  
Contact: Barbara Weiser  
www.roncalli-haus-bochum.de  
e-mail: roncalli@ruhr-uni-bochum.de
- **Wohnheim Westhoffstraße**  
Westhoffstr. 15  
44791 Bochum  
Phone: 0234/ 9688240  
Contact: Tanja Lichblau  
Wohnheimverwaltung DMT-LB  
Herner Str. 45, 44787 Bochum  
www.thga.de/studium/leben/woh  
nheim  
e-mail: studiwohnen@dmt-lb.de
- **Wohnheim Martin-Luther-King-Haus von „Evangelisch Freikirchlichesm Förderungswerk e.V.“**  
Schlüterweg 2-4  
44799 Bochum  
www.foerderungswerk.eu  
phone: 0234/35771470  
contact person: Markus Wehrstedt
- **Wohnheim Rosa-Parks-Haus von „Evangelisch Freikirchlichesm Förderungswerk e.V.“**  
Laerheidestr. 10  
44799 Bochum  
www.foerderungswerk.eu  
phone: 0234/35771470  
contact: Markus Wehrs

### 3. Housing companies and private housing market



**Housing companies** offer attractive and affordable apartments in Dortmund and surroundings. If you wish to share a flat with other students or you are just looking for a single apartment – they provide something suitable for everyone.

- **Dortmunder Gemeinnützige Wohnungsgesellschaft DoGeWo**  
Landgrafenstraße 77  
44139 Dortmund  
phone: 0231 / 1083-0  
e-mail: mail@dogewo21.de  
www.dogewo.de
- **Spar- und Bauverein Wohnungsgesellschaft**  
Kampstraße 51  
44137 Dortmund  
phone: 0231 / 18203 – 0  
e-mail: vermietung@sparbau-dortmund.de  
www.sparbau-dortmund.de
- **Mitwohnzentrale (Home Company)**  
Willy-Brandt-Platz 2  
44135 Dortmund  
phone: 0231/19445  
e-mail:  
dortmund@homecompany.de  
www.dortmund.homecompany.de
- **Vivawest Wohnen GmbH Kundencenter Dortmund**  
Kronprinzenstraße 53  
44135 Dortmund  
phone: 0231 / 39693-0  
email: kundencenter-dortmund@vivawest.de  
www.vivawest.de  
Opening hours: Mo-Thu: 8:00-16:00, Fr: 8:00-14:00
- **Haus & Grund Dortmund**  
Elisabethstr. 4  
44139 Dortmund  
phone: 0231 / 9583 – 0  
e-mail: info@hausundgrund-dortmund.de  
www.hausundgrund-dortmund.de
- **Landesentwicklungsgesellschaft NRW- Wohnen**  
Karl-Harr-Str. 5  
44263 Dortmund  
phone: 0231 / 41902-134  
e-mail: info@leg-nrw.de  
www.leg-nrw.de
- **GWS-Wohnen**  
Am Schallacker 23  
44263 Dortmund (Hörde)  
phone: 0231/94 13 14- 0  
e-mail: gws@gws-wohnen.de  
www.gws-dortmund.de

## The private housing market

The private housing market in Dortmund and surroundings offers numerous options to find a comfortable accommodation. The range of attractive living spaces is large: single rooms, apartment-shares, apartments or whole flats and many more. You will find many offers on the various websites listed here.

- [www.airbnb.de](http://www.airbnb.de)
  - [www.ebay-kleinanzeigen.de](http://www.ebay-kleinanzeigen.de)
  - [www.homecompany.de](http://www.homecompany.de)
  - [www.hochschulwerk.de](http://www.hochschulwerk.de)
  - [www.host-a-fan.de](http://www.host-a-fan.de)
  - [www.housinganywhere.com](http://www.housinganywhere.com)
  - [www.immobilienscout24.de](http://www.immobilienscout24.de)
  - [www.immobilo.de](http://www.immobilo.de)
  - [www.immowelt.de](http://www.immowelt.de)
  - [www.interlodge.info](http://www.interlodge.info)
  - [www.locanto.de](http://www.locanto.de)
  - [www.meinestadt.de](http://www.meinestadt.de)
  - [www.nuroa.com](http://www.nuroa.com)
  - [www.wg-gesucht.de](http://www.wg-gesucht.de)
  - [www.wg-welt.de](http://www.wg-welt.de)
  - [www.wohnungsboerse.net](http://www.wohnungsboerse.net)
  - [www.wohnung-jetzt.de](http://www.wohnung-jetzt.de)
  - [www.wohnungsmarkt24.de](http://www.wohnungsmarkt24.de)
  - [www.salzundbrot.com](http://www.salzundbrot.com)
  - [www.studenten-wg.de](http://www.studenten-wg.de)
  - [www.studentenwohnungsmarkt.de](http://www.studentenwohnungsmarkt.de)
  - [www.zimmer-im-revier.de](http://www.zimmer-im-revier.de)
  - [www.zimmersuche.de](http://www.zimmersuche.de)
  - [www.zwischenmiete.de](http://www.zwischenmiete.de)
- 
- Actuell Immobilien  
Ludwigstr. 16  
44135 Dortmund  
Contact person: Mr. Gohlke  
phone: 0231/ 10 44 07  
e-mail: [barqueta@actuell-immobilien.de](mailto:barqueta@actuell-immobilien.de)  
<http://home.immobilienscout24.de/101939>  
unfurnished apartments

#### 4. Short term accommodation

For a short stay or for the first nights, you can try **hotels, hostels and privately rented rooms**. You usually pay per night. Breakfast, towels and bedding are often included in the price. If you would like to stay **for several weeks or even months** it is recommendable to **ask the different landlords for possible special offers**.



Here you can find links to a number of cheap hotels and hostels in Dortmund and several portals where you can find private accommodation for a short term as well:

- [www.airbnb.de](http://www.airbnb.de)
- [www.bed-and-breakfast.de](http://www.bed-and-breakfast.de)
- [www.booking.com](http://www.booking.com)
- [www.dortmund-tourismus.de](http://www.dortmund-tourismus.de)
- [www.hrs.de](http://www.hrs.de)
- [www.holidu.de](http://www.holidu.de)
- [www.housinganywhere.com](http://www.housinganywhere.com)
- [www.zimmer-im-revier.de](http://www.zimmer-im-revier.de)
- <http://ferienwohnungdortmund.jimdo.com/>
- [www.9flats.com/de/](http://www.9flats.com/de/)

#### Hotels

There are some hotels which are located within walking distance from the campuses:

**Ringhotel Drees** ~ about. 10 Min. footpath from the campus Sonnenstraße und Max-Ophüls-Platz  
Hohe Straße 107  
44139 Dortmund  
Phone: +49 231 1299-0  
Fax: +49 231 1299-555  
Email: [dortmund@ringhotels.de](mailto:dortmund@ringhotels.de)

**TRYP HOTEL Dortmund** ~ about. 10 Min. footpath from the campus Emil-Figge-Straße  
Emil-Figge Straße 41  
44227 Dortmund  
Phone: +49 231 97050  
Fax: +49 231 9705444  
Email: [tryp.dortmund@melia.com](mailto:tryp.dortmund@melia.com)

Check as well the online booking portals where you can look for many different hotels and various accommodation types (see above).

## Hostels

There are also affordable **hostels** in Dortmund and surroundings which are good for the first days/ nights:

- **Jugendgästehaus Adolph Kolping**  
Silberstr. 24-26  
44137 Dortmund  
phone: +49 231/1400-74/75  
e-mail: [jgh-dortmund@djh-wl.de](mailto:jgh-dortmund@djh-wl.de)  
[www.jugendherberge.de/Jugendherbergen/Dortmund641/Portraet](http://www.jugendherberge.de/Jugendherbergen/Dortmund641/Portraet)
- **A&O Dortmund Hauptbahnhof**  
Königswall 2  
44137 Dortmund  
phone: +49 231 22 68 86 - 43 00  
<http://www.aohostels.com/de/dortmund/>
- **DJH Jugendherberge Hagen**  
Eppenhauserstr. 65 a  
58093 Hagen  
phone: +49 2331/50254  
e-mail: [jh-hagen@djh-wl.de](mailto:jh-hagen@djh-wl.de)  
<http://www.djh-wl.de/de/jugendherbergen/hagen>
- **Jugendgästehaus Bermuda3Eck**  
Humboldtstraße 59-63  
44787 Bochum  
phone: +49 234 4175799-0  
e-mail: [jgh-bochum@djh-wl.de](mailto:jgh-bochum@djh-wl.de)  
[www.djh-wl.de/de/jugendherbergen/bochum](http://www.djh-wl.de/de/jugendherbergen/bochum)
- **Radhotel Fröndenberg**  
[www.interconsult.business/bahnhof/](http://www.interconsult.business/bahnhof/)  
Bahnhofstraße 15  
58730 Fröndenberg  
Tel: +49 (0)157-56040500  
Contact Person:  
Ms. Elisa Pitney  
(Mo, Wed, Thu, Fr: 13:30 – 17:00 o'clock)

## 5. Shared Accommodation (Wohngemeinschaften - WG)



In Germany many students share flats to **get new friends** and **save costs by splitting the rent**. If you live in a shared apartment (so called WG, which is an abbreviation from Wohngemeinschaft) you usually share a kitchen and a bathroom with other flatmates and have your own bedroom. Often at least the kitchen is already stocked with furniture and utensils like pots and plates, meaning you don't

have to buy as much. However you should bring something to the WG with you. You usually just need the furniture for your bedroom, but sometimes there is even the possibility to use or buy the former tenant's furniture.

**Further advantage:** If you share an apartment with others (which is 1 household) only one adult person needs to be registered and pay **the public broadcasting licence fees**. However there is an obligation to pay compensation among each other.

If you want to move into a shared flat, you **need to send out applications to the tenants looking for flatmates** in which you state your wish to move in and tell them a bit about yourself, your studies and your interests and why you want to live with them. If the tenants like your application they will then invite you so that you can get a look at the flat and they can get to know you personally. On our website we prepared a few **application examples** for you to have a look at:

[www.fh-dortmund.de/int\\_housing](http://www.fh-dortmund.de/int_housing)

### **Here are some websites where you can look for WGs:**

- [www.hochschulwerk.de](http://www.hochschulwerk.de)
- [www.host-a-fan.de](http://www.host-a-fan.de)
- [www.salzundbrot.com](http://www.salzundbrot.com)
- [www.studenten-wg.de](http://www.studenten-wg.de)
- [www.studentenwohnungsmarkt.de](http://www.studentenwohnungsmarkt.de)
- [www.wg-gesucht.de](http://www.wg-gesucht.de)
- [www.wg-welt.de](http://www.wg-welt.de)
- [www.zimmer-im-revier.de](http://www.zimmer-im-revier.de)
- [www.zwischenmiete.de](http://www.zwischenmiete.de)

### **Your application should include:**

- Name
- Age
- Your country of origin
- Course of your study and the university
- Email address
- Phone number
- Something about your job or source of income
- The languages you speak
- Your stance on pets
- If you smoke
- If there is some furniture or equipment/furniture you could bring that would be beneficial for the flat, e.g. a washing machine, TV, tumble dryer etc.

Below you will find some **examples of what an application letter** for a room in a shared flat could look like and you can use it as an **inspiration** for your application letter. **However you should always write your own personalized applications:**

*Dear future flatmates,*

*My name is Daniel Aboudi and I'd like to be your new flatmate! I'm a 23 year-old student from Cameroon and I'm studying Electrical Engineering at FH Dortmund. At the moment I'm searching for a room in a nice WG. Your WG looks great and I'd love to meet you! I speak German, French and English and work as a student assistant at my university. I don't smoke and have no problem with pets; I don't have a pet myself though. I could bring a rice cooker to the WG and we could cook together if you like, I love cooking for many people. If you could see me living with you, shoot me a text, send an e-mail or call me. I'd be really happy if you invited me to have a look at the flat and to get to know you personally.*

*My e-mail is xxx@xxx.com  
and my phone number is 01xxx*

*I hope I'll see you soon!*

*Best wishes,  
Daniel Aboudi*

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*Dear future flatmate,*

*My name is Nina Redkov and I'd like to move in with you! You're looking for a flatmate and I'm looking for a room – perfect match! I'm 21 years old and studying International Business at FH Dortmund. I work part-time as a waitress. I speak Russian, English and German. Because I'd like to improve my German, I'd like to talk in German with you, but if you want we can also talk in English. I'm from Russia and only started learning German a year ago to go to university here. I don't smoke and don't have any pets. If you're looking for a flatmate who you can go out for a run with, who goes clubbing on the weekend with you and who likes to cook, just send me a mail or call me. I'd be really happy about hearing from you!*

*My e-mail is xxx@xxx.com*

*and my phone number is 01xxx*

*Contact me if you could imagine me as your flatmate. I'd love to meet you personally and have a look at the flat.*

*Best wishes,*

*Nina Redkov*

→ We strongly advise you to write your application **in German!** If you cannot speak German yet and you would like to apply in English you should state that you are learning German or would like to learn it in the future.

→ After sending your application you should **make sure your phone is switched on** and you are easily reachable.

→ If you are invited to see the flat, **respond immediately!** You are most likely not the only one looking for a room and there are probably more applicants.

## 6. Landlord confirmation and sublease agreements



Since 1st November 2015 you need a **written confirmation from a landlord** or signed by an authorized person **for your registration in the city.** This authorized person is usually the owner/proprietor/ Studierendenwerk/ the authorized janitor/caretaker, who confirms your exact date of moving in.

If you are living under a **sublease agreement**, you also need such a landlord confirmation. Because of that it is important to clarify if the person you are renting from is truly authorized to issue that confirmation. **You are usually not allowed to live under a sublease agreement in the rooms of the Studierendenwerk** – but there

are some exceptions, e.g. when you someone makes a semester abroad and want to sublease the room for that time! You can only do it only with an official authorisation, agreement and a contract of Studierendenwerk Dortmund. Please inform yourself directly at Studierendenwerk regarding that issue. More information can be found at their [websites](#) (German only). if you want to move out earlier then in your contract and have someone who would like to move in on your place please contact the responsible contact person form Studierendenwerk! [www.stwdo.de](http://www.stwdo.de)

## 7. Public broadcasting license fees

The public broadcasting license fees from ARD, ZDF and Deutschlandradio is **compulsory** and **need to be paid by everyone living in Germany**. A flatrate contribution is charged to every apartment so that, in principle, every household has to pay it. The monthly fee amounts to approx. 18 €.



After your registration in the city **you receive a request for the payment** to which you should answer! If you do not react to that request and to the payment reminder of the contribution service (Beitragservice) you might get serious problems, even an assessment is issued. This assessment is enforceable at law and can be enforced by the regional enforcement authority or the court bailiff if there is no payment. **Because of that it is of the utmost importance to pay the public broadcasting license fees regularly and on time since you can expect much higher fees otherwise!**

On our websites you will find more information on that topic:  
[www.fh-dortmund.de/int\\_broadcasting\\_fees](http://www.fh-dortmund.de/int_broadcasting_fees)

If you have any issues, we advise you to turn directly to the responsible authorities or the International Office!

## 8. Things to know and some more hints

### Black boards

The black boards are also helpful with your search of a room or an apartment. You can find them at the different faculties of our university (Sonnenstraße, Max-Ophüls-Platz or Emil-Figge-Straße (Campus Nord)) and at the faculties of the TU Dortmund.



### Hints from the City of Dortmund

The city of Dortmund prepared some important information to help students to find an appropriate accommodation (German only):

[https://www.dortmund.de/de/leben\\_in\\_dortmund/bildungswissenschaft/studienorientierung/tipps\\_zur\\_wohnungssuche/index.html](https://www.dortmund.de/de/leben_in_dortmund/bildungswissenschaft/studienorientierung/tipps_zur_wohnungssuche/index.html)

### Other cities

If you haven't found any suitable accommodation in Dortmund, it is worth having a look in the neighbouring cities such as Herne, Witten, Schwerte, Essen or Bochum. Due to the good transport system in the Ruhr Area and the student semester ticket it is easy to commute.

## Newspapers

Room offers can be also found in the newspapers. Keep your eyes open:

- Stadt-Anzeiger (free newspaper, released on Wednesdays)
- Westdeutsche Allgemeine Zeitung (WAZ)
- Ruhr Nachrichten (RN)
- Westfälische Rundschau (WR)
- And many others!

## Furnished and unfurnished flats

It is very common in Germany to rent out unfurnished flats. Some housing portals give you the possibility to search for furnished flats. Important: If it is not explicitly stated that a flat is furnished, it is usually not furnished at all and has no kitchen furniture either. However there are many possibilities to buy cheap second-hand furniture - you should check the blackboards, newspapers and special second-hand-shops or there are also many offers on the internet. There are a lot of options to choose from!

## Additional costs

In the flat advertisements the price for the rent does not usually include heating. You will have additional costs to pay (water, heating, electricity, telephone/internet access or television and radio).

## Shared accommodation (WG)

It is popular amongst students in Germany to live in a shared flat with other housemates – in so called **WGs/Wohngemeinschaften**. Living together reduces the monthly costs and guarantees a wonderful time together. For international students shared apartments are a great opportunity to establish contacts.

## AStA

The AStA (Students Union) of FH Dortmund is an important point as well and can be helpful with apartment search. AStA has also arranged online accommodation services for students (German only): <https://www.studierbar.de/wohnen/>

AStA der Fachhochschule Dortmund Emil-Figge-Str. 42 44227 Dortmund Phone: 0231 / 755-6700 Email: <a href="mailto:asta@asta.fh-dortmund.de">asta@asta.fh-dortmund.de</a> Homepage: <a href="http://www.studierbar.de">http://www.studierbar.de</a>	Office hours: Monday till Friday 10:00-14:00 h
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## 9. List of abbreviations

In most of the rent advertisements there are a lot of German abbreviations. Below the list of the most common ones:

2-Zi-Whg	2-Zimmer-Wohnung	2-room apartment
Abstellk	Abstellkammer	Storeroom, storage room
Blk / Balk.	Balkon	balcony
DG	Dachgeschoss	under the roof/ attic rooms
D	Diele	hall
DU	Dusche	shower
EBK	Einbauküche	fitted kitchen
EFH	Einfamilienhaus	single family house
EG	Erdgeschoss	ground floor
EB	Erstbezug	first tenancy
G-WC	Gäste-WC	separate toilet for guests
HK	Heizkosten	heating costs
HH	Hochhaus	high-rise building
Keine zusätzl. Prov.	Keine zusätzliche Provision	no additional commission
KM	Kaltmiete	rent excl. utilities costs such as heating, cable TV, cleaning of communal areas, waste removal etc.
KT	Kaution	deposit
KDB	Küche, Diele, Bad	kitchen, hall, bathroom
MM	Monatsmiete	monthly rent
NK / NBK	Nebenkosten	additional costs such as heating, cable TV, cleaning of shared areas, waste removal etc.
NR	Nichtraucher	non-smoker
OG	Obergeschoss	top floor
RH	Reihenhaus	terraced house
Stellpl.	Stellplatz	parking space
TG	Tiefgarage	underground parking
TL	Tageslicht	bathroom with natural light
warm/WM	Warmmiete	rent incl. all utilities costs such as heating, cable TV, cleaning of communal areas, waste removal etc.
Wfl .	Wohnfläche	floor area, living space
WG	Wohngemeinschaft	shared accommodation, apartment-share
WK	Wohnküche	open-plan kitchen
ZH	Zentralheizung	central heating

## 10. Registration in the city of Dortmund

All citizens living in Germany must be registered in the city they live in. You must do it at the Citizen Services usually called in Germany Bürgerbüro, Bürgeramt or bürgerdienste **within 2 weeks** after moving to that particular city.



### Registration in Dortmund (Bürgerdienste/ Bürgerdienste International)

In the city of **Dortmund** you must register at **Bürgerdienste (EU-Citizens)** or **Bürgerdienste International (NON-EU-Citizens)** which is also Immigration Office of the city of Dortmund. The administration and immigration issues will be both carried out here.

#### Important:

→ If you live in a different city than Dortmund you should register there - even if you are studying in Dortmund!

#### REGISTRATION FOR FOR EU-CITIZENS:

You will need following documents:

- Filled in [registration form](#) – it can be downloaded or picked up at the Bürgerdienste International or at the International Office
- Current address in Dortmund written in the „[Wohnungsgeberbestätigung](#)“ written confirmation signed by the landlord with your address and move-in date. More Information about the landlord confirmation can be found [here](#).
- ID card (EU-citizens) and a copy of it



#### When can you register?

Monday, Tuesday and Thursday: 07.00 - 16.00 h, Wednesday and Friday: 07.00 - 12.00 h  
You can go during the office hours or book an [appointment](#).

#### Wo melden Sie sich an?

##### Bürgerdienste

Südwall 2-4  
44122 Dortmund  
phone: 0231 / 5013331 fax: 0231 / 5013332  
e-mail: [buergerdienste@stadtdo.de](mailto:buergerdienste@stadtdo.de)  
Homepage:  
[www.buergerdienste.dortmund.de](http://www.buergerdienste.dortmund.de)

The entrance is only possible through Berswordthalle, at Kleppingstraße 37, Stadthaus Dortmund, building part (Gebäudeteil) B and F. Please read the signs!

## REGISTRATION AND RESIDENCE PERMIT FOR NON-EU CITIZENS: BÜRGERDIENSTE INTERNATIONAL

### Registration

As Non-EU-citizen you must register at the Bürgerdienste International which is also Immigration Office of the city of Dortmund. The administration and immigration issues will be both carried out here!



### Non-EU-citizens need following documents for the registration at the Bürgerdienste International:

- Residence registration form (can be downloaded or picked up at the International Office or at the Bürgerdienste International)
- Landlord Confirmation: Wohnungsgeberbestätigung - (can be downloaded or picked up at the International Office or at the Bürgerdienste International) It must be filled in by the landlord/ landlady
- National passport, original and a copy
- Current residence permit with the supplementary sheet

In some individual cases there may be also following documents needed:

- A biometric photo
- University enrolment certificate (Studienbescheinigung) or certificate of attendance in a language course with DSH-certificate/TestDaF-confirmation

#### When can you register?

#### Opening hours at the Bürgerdienste International without an appointment:

Tuesday, Thursday and Friday: 7:30 - 9:00

#### Where should you register?

#### Bürgerdienste International

Olpe 1

44122 Dortmund

Phone: 0231/50-22350

Email: [studententeam@stadtdo.de](mailto:studententeam@stadtdo.de)

The entrance is only possible through Berswordthalle, at Kleppingstraße 37, Stadthaus Dortmund, building part (Gebäudeteil) C. Please read the signs!

#### Do you have any questions about the registration in Dortmund?

For more information about registration and living in and around Dortmund please check the website of the Bürgerdienste International:

[https://www.dortmund.de/de/leben\\_in\\_dortmund/sicherheit\\_und\\_recht/ordnungsaamt/auslaenderwesen/visa\\_eu/index.html](https://www.dortmund.de/de/leben_in_dortmund/sicherheit_und_recht/ordnungsaamt/auslaenderwesen/visa_eu/index.html)

#### Further information can be also found on the websites of the International Office:

[www.fh-dortmund.de/int\\_students](http://www.fh-dortmund.de/int_students)

Do not hesitate to contact the International Office - we will be glad to help you!

## **NON-EU-CITIZENS: APPLICATION FOR THE RESIDENCE PERMIT (EXTENSION OF YOUR VISA)// EXTENSION OF THE CURRENT RESIDENCE PERMIT AT THE BÜRGERDIENSTE INTERNATIONAL IN DORTMUND**

**The following documents are to be turned in if you entered Germany with a visa or if your residence permit needs extending:**

- Filled in application for a [residence permit](#) - can be downloaded or picked up at the Bürgerdienste International or at the International Office
- National passport, original and a copy
- Copy of the visa and entry document or current residence permit with the supplementary sheet
- A biometric photo
- University enrolment certificate (Studienbescheinigung - can be printed in [ODS](#))
- or a certificate of attendance in a language course with DSH-certificate/TestDaF-confirmation
- Proof of finance: declaration of financial support - e.g. [declaration of commitment/Verpflichtungserklärung](#) or security deposit in a [blocked account](#) (currently you need at least 720€/month for 12 months so 8640€ for a year!) or a scholarship with that sum
- Proof of [health insurance](#) (certificate from the company/ deposit slip/ account statements)
- Service charge (to be paid only by EC-card) - see the table below

**Additionally if you already had a valid residence permit and want to extend it:**

- You will also need a so called [Prüfbescheinigung](#). It will be sent to you by the Bürgerdienste via letter which contains an appointment for the extension of your current residence permit. Prüfbescheinigung can only be filled in by the International Office of FH Dortmund. Please come with the form to us at least 2 weeks before your appointment. In case this form is not included in the letter please bring the letter with you to the International Office.

**In case of completion of preparatory courses or a language course additionally:**

- Attendance certificate of the German course (original & copy) or
- current study certificate of the Studienkolleg or
- Proof of assessment test.

**Service charge:**

Issuing a residence permit valid up to one year	100€
Issuing a residence permit valid for less than one year	100€
Extending a residence permit up to 3 months	96€
Extending a residence permit for more 3 months	93€
Changing or extending the residence permit due to a change in the purpose of residence	98€
Issuing of a new eAT (electronic residence permit/ card)	67€
Re-issuing the supplementary sheet for the residence title due to a change in the purpose of residence	50€
Issuing a temporary permit (Fiktionsbescheinigung)	13€

**Do you have any questions about your stay or your residence permit in Dortmund?**

For more information about registration and living in and around Dortmund please check the website of the Bürgerdienste International:

[https://www.dortmund.de/de/leben\\_in\\_dortmund/sicherheit\\_und\\_recht/ordnungsamt/auslaenderwesen/visa\\_eu/auslaendische\\_studierende\\_fachkraefte\\_au\\_pair/index.html](https://www.dortmund.de/de/leben_in_dortmund/sicherheit_und_recht/ordnungsamt/auslaenderwesen/visa_eu/auslaendische_studierende_fachkraefte_au_pair/index.html)

**Further information can be also found on the websites of the International Office:**

[www.fh-dortmund.de/int\\_students](http://www.fh-dortmund.de/int_students)

Do not hesitate to contact the International Office - we will be glad to help you!

[www.fh-dortmund.de/int\\_housing](http://www.fh-dortmund.de/int_housing)

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