

SANS SOUCI - STUDY WITHOUT WORRIES! 2023/24

HOUSING,
STUDENT FINANCING,
MENSA, JOB PLACEMENT
SERVICE AND COUNSELLING
SERVICES:

Get off to a good start in
the semester with the
most important
information.



Studentenwerk Potsdam
Anstalt des öffentlichen Rechts

CONTENTS

INTRO	4
OVERVIEW	6
HOUSING	8
STUDENT FINANCING/BAFÖG	20
JOBGING	26
CANTEENS AND CAFETERIAS	30
COUNSELLING SERVICES	36
STUDYING WITH CHILDREN	39
STUDYING WITH DISABILITIES	41
INTERNATIONAL STUDENT LIFE	44
LEISURE AND CULTURE	46
STUDENT SERVICE FEES	50
CHECKLIST AT THE BEGINNING OF YOUR STUDIES	52
CONTACTS AT A GLANCE	54



SANS SOUCI - STUDY WITHOUT WORRIES!

Welcome to the Studentenwerk Potsdam

Studying abroad is as exciting as it can be challenging. We want to help you settle in and find your way around. This new phase of life comes with many questions that have no place in lecture halls and seminar rooms. We are here to answer them.

Where can I find affordable accommodation?

How do I finance my studies?

Who will help me with the "paperwork" and help me out when I am troubled?

Where can I eat a healthy and inexpensive lunch?

We offer affordable places in our student residence halls and are your contact for all matters concerning BAföG. We also help you find a suitable part-time job. Did you get caught up in the confusion of forms or is no one there to listen? - Our counselling services are tailored towards students in a wide range of different life situations.

And best of all: Our canteens and cafeterias serve food that is freshly prepared every day and is easy on students' wallets.

For all questions outside of the lecture hall: Studentenwerk Potsdam.

ON SITE, EVERYTHING YOU NEED!

The Studentenwerk Potsdam is there for around 33,000 students at three locations.

Potsdam



5

Canteens



2

Cafeterias/Coffee bars



120

Childcare places



20

Daycare places



2.433

Places in
13 residence halls



22

Residence tutors



1

Homesharing
(Wohnen für Hilfe)



1

BAföG office



1

Social counselling



1

Psychosocial
counselling office



1

Job placement
service

Brandenburg an der Havel



1

Canteen



1

Cafeteria



-

Childcare places



5

Daycare places



295

Places in
1 residence hall



3

Residence tutors



1

Canteen



1

Coffee bar



28

Childcare places



5

Daycare places



448

Places in
4 residence halls

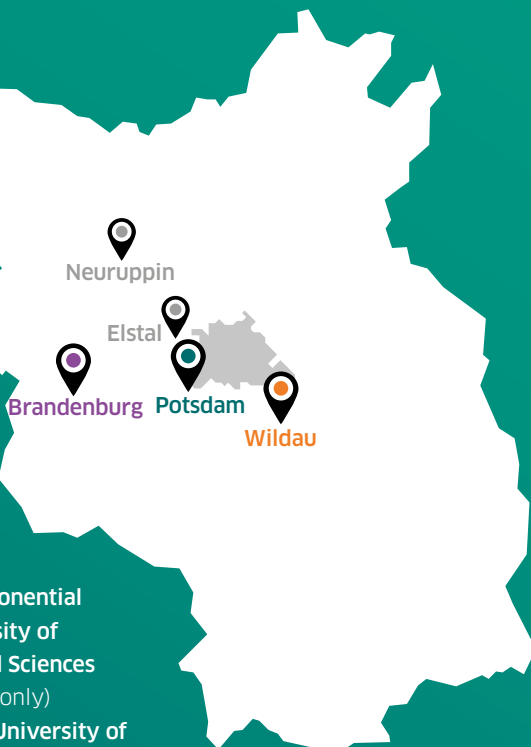


6

Residence tutors

WE ARE RESPONSIBLE FOR THE FOLLOWING UNIVERSITIES:

- > University of Potsdam
- > University of Applied Sciences Potsdam
- > Film University Babelsberg
KONRAD WOLF
- > Brandenburg University of Applied Sciences
- > Technical University of Applied Sciences Wildau



FURTHERMORE WE ARE RESPONSIBLE FOR:

- > ESAB University of Applied Sciences for Sports & Management Potsdam
(BAföG only)
- > Elstal Theological Seminary
(BAföG only)
- > Brandenburg Medical School Theodor Fontane
(BAföG only)
- > HMU Health and Medical University Potsdam
(BAföG only)
- > University of Applied Sciences Clara Hoffbauer Potsdam
(only BAföG and psycho-social counselling)
- > XU Exponential University of Applied Sciences
(BAföG only)
- > Gisma University of Applied Sciences
(BAföG only)
- > University of Europe for Applied Sciences
(only BAföG, psycho-social counselling and social counselling)
- > Döpfer University of Applied Sciences
(BAföG only)
- > GU German University of Applied Sciences
(BAföG only)



THE FIRST OWN HOME - LIVING IN A RESIDENCE HALL



Your studies in Potsdam, Brandenburg an der Havel or Wildau are about to start and you are still looking for a place to stay? In our 18 residence halls we offer the right accommodation for every need – whether it is a one-room apartment, a shared apartment, barrier-free housing, or rooms for students with children. As a fair landlord, we offer you all-inclusive rentals, a short minimum rental period and an easy application procedure without proof of income.

With us, you pay an average rent of 285 € per month, including all service charges. The deposit is 300 €. Our residences are located close to the universities – you can get cheap internet access via the university network or directly through the Studentenwerk. Washing machines and dryers are available in all residence halls, as well as sufficient car and bicycle parking spaces. And no one needs to be alone! Our residence worker and our residence tutors support community life in the residence halls, and our care takers offer hands-on help and advice.



Find out everything about our residence halls here:
studentenwerk-potsdam.de/en/housing/our-halls-of-residence#/



ARE YOU NEW IN TOWN? If you are moving to Wildau or Brandenburg an der Havel for your studies, you can apply for the communal welcome money or the residence bonus!



Wildau:

One-time welcome money of 50 €, applications for winter term open until December 31, for the summer term until June 30.

wildau.de (German only)

Brandenburg a. d. Havel:

Applications for the current academic year open until December 31, annual residence bonus of 100 € for the duration of studies.

stadt-brandenburg.de (German only)

MAP: Overview in Potsdam



Legend



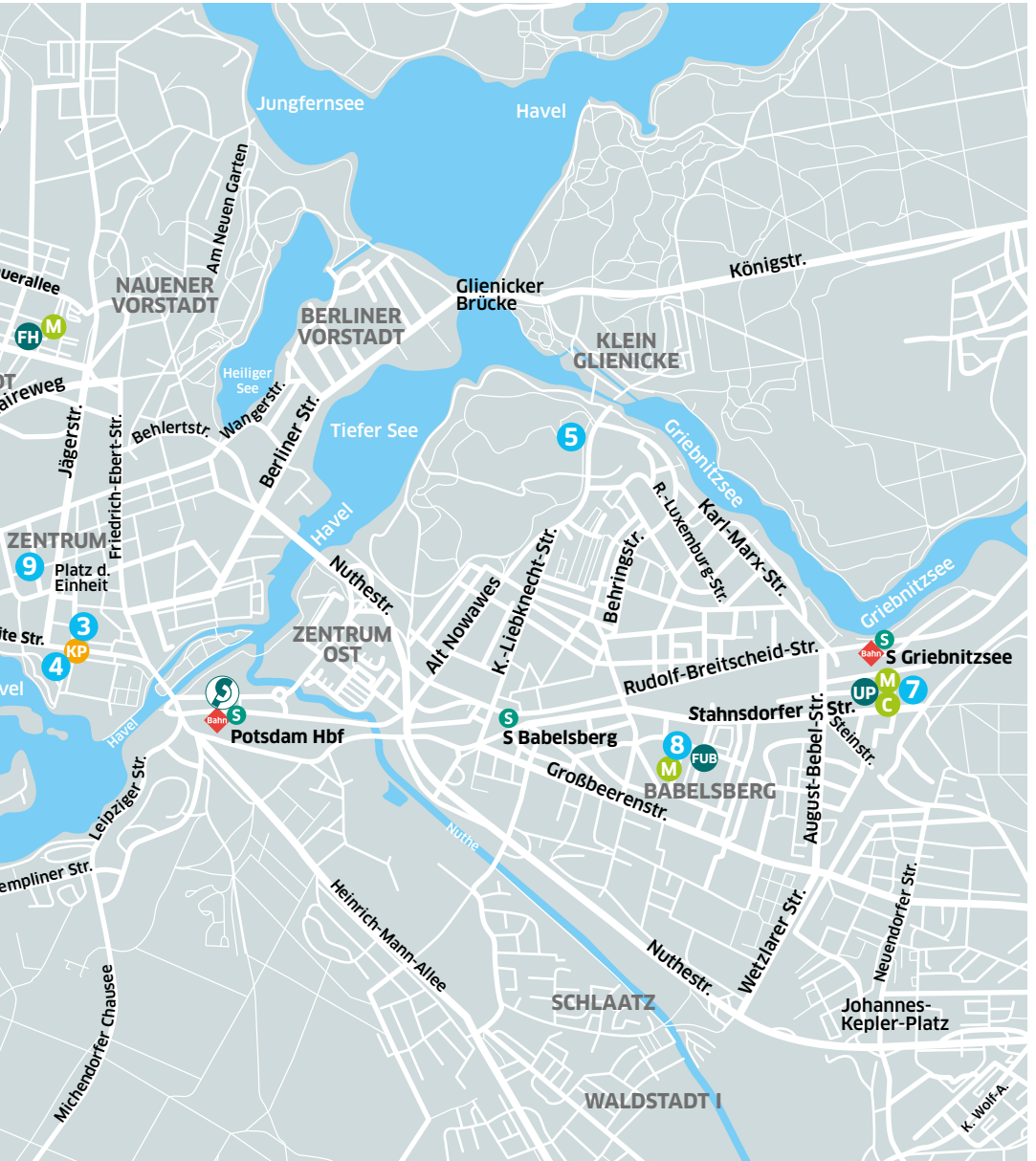
Studentenwerk Potsdam

M Canteen

C Cafeteria/Coffee bar



W Residence hall



- Daycare center
- Daycare parents

- Campus University of Applied Sciences Potsdam
- Campus Film University Babelsberg
- Campus University of Potsdam



MAP: Brandenburg an der Havel



MAP: Wildau



Legend

- M Canteen
- C Cafeteria/Coffee bar
- W Residence hall
- K Daycare center
- KP Daycare parents
- TH Campus University of Applied Sciences

Hall of residence	1-room-apartment	Shared apartment	Single room with shared bathroom and kitchen	2-bed-apartment (two flatmates in 1 room)	Single room (wheel-chair accessible)	Apartment for families
-------------------	------------------	------------------	--	---	--------------------------------------	------------------------

Potsdam

1 Kaiser-Friedrich-Str. 133-135	✓	✓	✓	-	✓	✓
2 Kaiser-Fr.-Str. 142						
3 Breite Str. 1-5a, 15-21	✓	✓	-	-	-	✓
4 Breite Straße 18/ Kiezstraße 24						
5 Park Babelsberg 14 (Haus 1-3)	✓	-	-	-	-	✓
6 Forststr. 41/43, 44/46, 48-50	-	✓	-	-	✓	-
7 Stahnsdorfer Str. 140-156	✓	✓	-	-	✓	-
8 Rosenstr. 40	✓	-	-	-	-	-
9 Hermann-Elflein-Str. 10	✓	✓	-	-		-
10 Karl-Liebknecht-Str. 24/25 (Haus 7)	-	✓	-	-	-	-
11 Karl-Liebknecht-Str. 24/25 (Haus 17 A/B)	✓	✓	-	✓	✓	✓
12 Zum Mühlenteich 4/6	✓	✓	-	-	✓	-

Brandenburg an der Havel

13 Zanderstr. 10, 10a-g	✓	✓	-	-	✓	-
-------------------------	---	---	---	---	---	---

Wildau

14 Birkenallee 50	✓	✓	-	-	✓	-
15 Schillerallee 1	✓	-	✓	-	-	✓
16 Hochschulring 15 u. 17	✓	✓	-	✓	✓	✓

Location	Sports room	Common/ Learning room	Parcel station (Deutsche Post)	Specials	Mensa vending machine(s)	bike repair station
----------	-------------	--------------------------	-----------------------------------	----------	--------------------------	---------------------

Close to campus Neues Palais (University of Potsdam) and University of Applied Sciences Potsdam	-	✓	✓	Outdoor place with ping pong table	✓	✓
City center	Academic Sports Center	✓	✓	Student pub "Pub à la Pub" Short-term childcare unrenovated residence hall (Kiezstr. 24)	-	-
City center	-	-	-	-	-	-
Close to campus Neues Palais (University of Potsdam)	✓	✓	-	Sports field (Volleyball)	-	✓
Close to campus Griebnitzsee (University of Potsdam)	-	-	✓	Outdoor place with ping pong table	✓	-
Close to campus Griebnitzsee (University of Potsdam)	-	-	-	With some balconies	-	-
City center	-	-	-	Small residence hall in the old city center	-	-
Close to campus Golm (University of Potsdam)	-	✓	-	-	-	-
Close to campus Golm (University of Potsdam)	-	✓	-	-	-	-
Close to campus Golm (University of Potsdam)	-	✓	-	Sports field and outdoor place	-	-

Close to campus	✓	✓	✓	Outdoor place with ping pong table	-	✓
-----------------	---	---	---	------------------------------------	---	---

Close to campus	✓	-	-	-	-	-
Close to campus	-	✓	-	-	-	-
Close to campus	-	✓	-	-	-	-

APPLY IN JUST A FEW CLICKS FOR A PLACE IN A RESIDENCE HALL

The demand for affordable housing is high. Therefore, apply as early as possible for one of our places in the residence halls - even if you have not yet received the admission letter of your university! This is how it works:

1 Apply online

For the summer semester 2024 you can apply from October 1, 2023. For the winter semester 2024/25 you can start applying on April 1, 2024. Apply here: studentenwerk-potsdam.de/en/housing/online-application-residences

2 Receive confirmation by e-mail and save it

We will check whether you are eligible for housing and then send a confirmation via e-mail (this may take a few days). Keep this email for later use. Always quote your application number in all correspondence.

3 Send notifications from the university to the Studentenwerk

You have received your letter of admission and a certificate of enrollment? Congratulations! Send them to us via email as a reply to the confirmation email.

4 Received an offer? Confirm directly!

You have received an offer for a place in the residence hall? Please confirm with us via email using your rental number until the specified response date. Later answers cannot be considered.



AM I ELIGIBLE FOR HOUSING?

Information on the allocation criteria can be found here:

studentenwerk-potsdam.de/en/housing/online-application-residences



FIND AN APARTMENT MORE EASILY

Here we have compiled some pieces of advice to help you increase your chances of finding an apartment:

> **Are you looking for a place in the residence hall?**

If you are flexible in your choice of residence and type of housing, your chances will increase.

> **You didn't get a room?**

Unfortunately, we do not have places in our residence halls for all students. On our website we provide information about alternatives:

studentenwerk-potsdam.de/en/housing/further-housing-offers

> **Are you looking for apartments on the free market for the first time?**

Do not forget to ask for a rent guarantee from your parents. Cheap apartments are sometimes only available with a certificate of eligibility for housing (WBS). You can apply for this at your municipality:

- **potsdam.de** (German only)
- **stadt-brandenburg.de** (German only)
- **wildau.de** (German only)

> **Residence hall, a room in a private shared apartment or your own apartment?**

In all three cases: **Take care of it early!**



Live inexpensively in Potsdam and do good at the same time – both is possible in our project “Homesharing”!



1-room apartment in the residence hall House 17 on the Golm campus of the University of Potsdam.

MOVING INTO A NEW LIFE

You did it! The moving boxes are unpacked and your studies are about to begin. In order to make studying more relaxed, a few things still need to be taken care of.

> Register your place of residence at the citizens' office within 14 days after moving in

- [potsdam.de](https://www.potsdam.de) (German only)
- [stadt-brandenburg.de](https://www.stadt-brandenburg.de) (German only)
- [wildau.de](https://www.wildau.de) (German only)

> Can you be exempted from broadcasting fees?

If you are entitled to BAföG, you can be exempted from the mandatory fee: [rundfunkbeitrag.de](https://www.rundfunkbeitrag.de) (German only). Otherwise, an apartment (or shared apartment) has to pay a contribution of 18.36 € per month.

> Check entitlement to housing allowance

If you do not receive BAföG, you may be entitled to housing allowance ("Wohn-geld"). For the application for housing allowance, you will need the notice of rejection of BAföG. You can apply for housing allowance at the city or municipality.

View over the campus of the Technical University of Applied Sciences Wildau: In the foreground, two residence halls of the Studentenwerk at Hochschulring.





SUPPORT IN THE RESIDENCE HALL: RESIDENCE WORKER AND RESIDENCE TUTORS

Are you new in town and full of questions? Our residence worker is there to help and advise students in the residence halls. As a contact person on site, he is close to everyday life on campus and knows the needs of the students.

He provides support regarding good cohabitation and mediates in conflicts. Our tutors live in the residence halls themselves and come from Germany and all over the world. The residence tutors receive an expense allowance for their voluntary work. We are regularly looking for new tutors for our residence halls.



Are you curious now?

studentenwerk-potsdam.de/en/housing/residence-support



ANY QUESTIONS LEFT? OUR HOUSING DEPARTMENT IS THERE FOR YOU!

Studentenwerk Potsdam | Abteilung Wohnen

Babelsberger Straße 2 | 14473 Potsdam (Entrance: Lange Brücke)

Phone 0331 3706 501 | wohnen@studentenwerk-potsdam.de

On-site office hours: Tue 9-12 a.m. and 1-4 p.m., Thu 1-4 p.m.

Phone office hours: Mon and Thu 9 a.m.-12 p.m.

Current information on our website: studentenwerk-potsdam.de/en/housing/





MONEY FOR YOUR STUDIES – BAFÖG, SCHOLARSHIPS & CO.

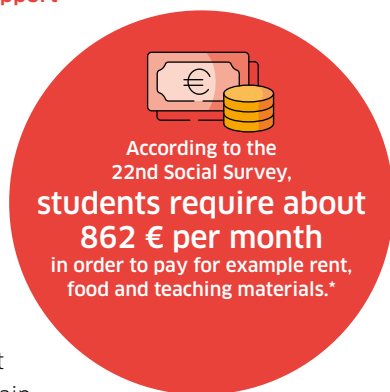
Studying costs money. We advise you on how to finance your studies.

BAföG, jobbing, financial support from parents, scholarships or student loans - there are several ways to finance your studies. Often it is a mixture of different financing sources.

Our BAFÖG office team is happy to advise you and support you in applying for BAFÖG funding!

WHO GETS BAFÖG?

German students can receive BAFÖG, and under certain conditions international students are eligible as well, if they have a certain residence status. BAFÖG is paid if the student's own income and assets, as well as the income of his or her spouse/life partner and parents, are not sufficient to finance his or her studies. However, only those who have not yet reached the age of 45 at the start of their studies are eligible. But also in this case, certain exceptions apply to the rule (e.g. childcare, second-chance education, etc.).



*Please note that recently prices have increased due to inflation.

HOW MUCH BAFÖG DO I GET?

The calculation consists of several factors: Your own income (e.g. from a part-time job) and assets are taken into account, as well as the income of your parents or spouse or partner. The maximum rate is currently 934 € (incl. additional allowance for health and long-term care insurance) if you live in your own home, or 633 € if you live at your parents' home.

GOOD TO KNOW

You are studying in Germany but do not have the German citizenship? In this case, the legal regulations of section 8 of the Federal Training Assistance Act (§ 8 BAFöG) apply. Please contact us personally, so that we can counsel you.

International students with a residence permit according to section 16 of the Residence Act (§ 16 Aufenthaltsgesetz) are unfortunately not entitled to BAFöG.

HOW CAN I APPLY FOR BAFÖG?

You can easily submit the application online using the digital application assistant “BAföG Digital”. You only need to open a user account for this. You can also subsequently upload missing documents via the online portal. Advantage: The documents are directly linked to your funding case and transmitted via a secure communication channel.

Once you have been informed of your grant number in our first letter, you can also easily upload missing documents via the “BAföG*direkt*” app. It is generally not possible to send documents and attachments via e-mail.



Would you like to submit and send your application online?

Follow the link to the digital application assistant:

bafoeg-digital.de (German only)



BAföG via app?

With the free app *BAföGdirekt*, you can upload documents and check the processing status:

Apple: apps.apple.com/de/app/id1200789265

Android: play.google.com/store/apps/details?id=de.datagroup.android.bafog

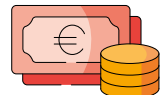
id=de.datagroup.android.bafog



If the documents are complete, the processing time is about eight weeks. The follow-up application should also be submitted in time. Usually, a granted request is valid for 12 months. The application forms seem too complicated? Don't worry. During in-person and phone office hours, our team at the BAföG office is happy to help you fill out the forms. If any documents are still missing, we will get in touch with you!

GOOD TO KNOW

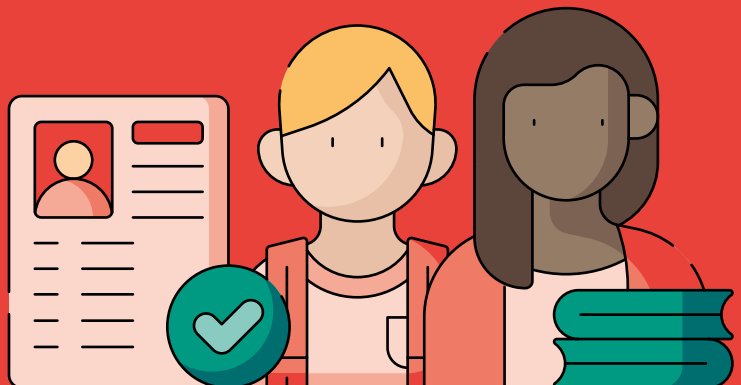
Even if you are not eligible for BAföG, **it can be helpful in some cases if you have received a rejection notice**, for example when applying for housing allowance or unemployment payment.



BAFÖG ... I WON'T GET IT ANYWAY! WELL MAYBE YOU WILL.

More and better BAFÖG since the fall 2022

- **Funding rates increased**
 - Maximum rate when living in own apartment: 934 €, (incl. additional allowance for health and long-term care insurance)
 - Maximum rate when living in own apartment: 633 € (incl. additional allowance for health and long-term care insurance)
- **Parental income exemption amount increased by +20 %**
- **Age limit raised to 45 years (when starting a Bachelor's or Master's degree)**
- **Asset exemption amount increased significantly depending on age**
 - Under 30: 15,000 €
 - 30 or older: 45,000 €
- **Higher childcare allowance: 160 € per child**
- **Mini-jobs up to 520 € are exempt**
- **Simplified digital application (with simple user account)**
- **Improvements in BAFÖG to study abroad, i.e. in a country outside Germany**



CHECKLIST FOR THE BAFÖG APPLICATION



Did you think of everything?

- **FORM 01**

Personal data as well as own income and assets for the initial application and the follow-up application with changes to the previous application.

- **CERTIFICATE OF ENROLLMENT FROM THE UNIVERSITY**

or form 02

- **RENT CERTIFICATE**

Rental proof of own apartment by means of a registration certificate or a rental contract

- **PROOF OF HEALTH AND/OR LONG-TERM CARE INSURANCE**

In case you are self-insured (with indication of the legal basis for the insurance)

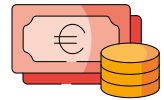
- **FORM 03**

separate income declaration of the parents and/or if applicable of the marriage partner/life partner (attach the documents in full)

- **OTHER FORMS IF APPLICABLE**

- Form 04 (children of the person in education)
- Form 08 (application for advance payment according to section 36 Bafög, etc.)
- Follow-up application? Then use form 09 (for applications for further funding without a change in personal or financial circumstances compared to the previous application).

FURTHER FUNDING OPPORTUNITIES:



For those who wish to study but do not receive Bafög funding, other options to finance their academic education are available.

SCHOLARSHIPS

Only the best of the best receive a scholarship? That's not true! The committed, the convinced and many others can also apply successfully for a scholarship. The website www2.daad.de/deutschland/stipendium/datenbank/en/21148-scholarship-database/ provides an overview.

EDUCATION LOAN

Are you in an advanced stage of your education or in an additional, postgraduate or supplementary course of study? Then you can take advantage of the low-interest education loan from the Federal Office of Administration. This loan is issued for a maximum of 24 months with up to 300 € per month. In contrast to BAföG, the loan is independent of the student's and parents' assets and income.

KFW STUDENT LOAN

Students in their first or second-degree program can apply for the KfW student loan. Here, between 100 and 650 € are granted per month for a period of up to 14 semesters by the KfW Bank as a full interest-bearing loan. Take into account that the interest rates are high.

GRADUATION LOANS

Already on the finishing straight? In order to finance the completion of their first-degree or consecutive studies at a state university, students in the area of responsibility of the Studentenwerk Potsdam can receive an interest-free loan for a maximum of 12 months. The graduation loan is intended for students who can successfully complete their studies in a maximum of two semesters and who are not (or no longer) entitled to BAföG support. Applications for the loan are submitted at the Studentenwerk Potsdam.

ANY QUESTIONS LEFT? OUR BAFÖG OFFICE IS THERE FOR YOU!

Studentenwerk Potsdam | Amt für Ausbildungsförderung

Babelsberger Straße 2 | 14473 Potsdam (Entrance: Lange Brücke)

Phone 0331 3706 301 | bafog@studentenwerk-potsdam.de



On-site office hours:

Tue 9 a.m.-12 p.m. and 1 p.m.-4 p.m.,

Thu 1 p.m.-4 p.m.

Phone office hours of personal BAföG consultants:

Mon and Thu 9 a.m.-12 p.m.

Phone office hours of the general BAföG

counselling office: Mon, Wed and Thu 9 a.m.-12 p.m.

Phone 0331 3706 308

Current information on our website:

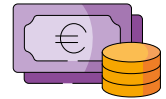
studentenwerk-potsdam.de/en/bafog-finances/

Do you have general questions, e.g. about the application forms or about a change in study course?

Our general BAföG counselling is there for you during the phone office hours!



BALANCING STUDIES AND WORK



The job placement service of the Studentenwerk

You want to network early and gain professional experience? You are not entitled to BAföG? There are many reasons for a part-time job! A large number of students work besides their studies. Simply register via our job portal. When looking for a part-time job, many questions arise for the first time: Do I have to insure myself? Which work models are suitable for me? Will I lose my entitlement to BAföG if I get a job?

THIS IS HOW OUR JOB PLACEMENT SERVICE WORKS:

1. Register online

Required documents:

- > current certificate of enrollment
- > copy of student ID
- > if applicable, work permit for international students

2. Search for a part-time job

In our job portal you can search for a part-time job that suits you.

You will then receive the employer's contact details from us by e-mail as a referral note and you can apply for the job.



You haven't registered yet?

Simply fill out the form online and start looking for a job.
(German only)



Jobs as IT student trainee, mini-jobs in a PR agency or a semester vacation job in the catering industry: there are

around 160 jobs in the online database every day.
jobvermittlung.studentenwerk-potsdam.de (German only)



3. Update your registration

If you would like to remain registered with the job placement service, please send us a current certificate of enrollment at the start of each new semester. Otherwise your data will be deleted from our system.

4. Unsubscribe

You are no longer studying? Please inform us about your exmatriculation. This will enable us to unsubscribe you from the job placement service and your data will be deleted.

GOOD TO KNOW

Those who receive BAföG can earn up to **520 € per month** in a side job **without deductions (exemption amount)**.



WORKING AS AN INTERNATIONAL STUDENT

For many international students, a part-time job is a regular part of their study life. There are no restrictions for EU citizens. They are allowed to work up to 20 hours a week. For students from so-called third countries, the amount of work depends on the residence permit. As a rule, it is a residence permit for study purposes. With this, a maximum of 120 full days per year or 240 half days per year can be worked.

In order to be able to work in a part-time job, the following documents/proofs must be provided:

- Work permit
- Health insurance chip card
- Tax identification number
- Social security card
- bank account
- Identity card or passport, if necessary with residence permit
- References and work samples (if requested by employer)
- A separate tax number is required for freelance jobs



RIGHTS IN A PART-TIME JOB

No matter what form of employment you pursue: In terms of labor laws, the same regulations that apply to employees apply to students as well.

- Right to a written employment contract
- Entitlement to six weeks continued payment of wages in the event of illness
- Payment of the minimum wage
(currently 12.00 €/h, starting January 2024: 12.41 €/h)
- Paid vacation entitlement
- Compliance with the notice period
- Affordable counselling for 15 € at the local courts in case of dispute with the employer
- Protection against dismissal in the event of pregnancy

ANY QUESTIONS LEFT?

OUR JOB PLACEMENT SERVICE IS THERE FOR YOU!

Studentenwerk Potsdam | Job Placement Service

Babelsberger Straße 2 | 14473 Potsdam (Entrance: Lange Brücke)

Phone 0331 3706 251 | jobs@studentenwerk-potsdam.de



On-site office hours: Tue 9 a.m.-12 p.m. and 1-4 p.m., Thu 1-4 p.m.

Phone office hours: Mon to Thu 9 a.m.-3 p.m., Fri 9 a.m.-2 p.m.

Current information on our website:

studentenwerk-potsdam.de/en/job-placement





EATING IN OUR CANTEENS



We cook for every taste – and at low prices.

In our seven canteens, dishes are prepared freshly every day. You can choose from at least three main courses – a varied vegetarian or vegan offer is always included. No matter if in the canteen or in the cafeteria: we select our ingredients in line with criteria such as sustainability, regional and healthy ingredients as well as fair trade.

Prices in our canteens (as of September 2022)

	Students	Guests
Meal I	1.90 €	3.80 €
Meal II	2.50 €	4.80 €
Meal III	3.00 €	5.20 €
Meal IV	3.50 €	5.50 €
Salad bar per 100 g	1.00 €	1.45 €
Pasta bar per 100 g	0.50 €	0.95 €
Extra bowl of side dish	0.45 €	0.80 €
Extra small vegetable garnish	0.80 €	1.40 €



Curious about our offer?

View the menu with our new app “Mensa +”, get news and give feedback.



WHAT'S ON OFFER IN THE MENSA TODAY?

An excerpt from our colorful and delicious menu – there is something for everyone.

- Mediterranean grilled potatoes served with basil curd cheese with dried tomatoes
- Pointed cabbage, potatoes and lentils stir-fried with fresh parsley and spicy coconut sauce
- Chicken Cordon Bleu with Bernaise sauce and colorful carrot vegetables
- Zucchini bulgur roast with potato-beetroot mash and wild garlic sauce
- Sweet potato-amaranth burger in a rustic bun with avocado cream, tomato and red onions
- Pollack fillet in crispy breading with lime sour cream and french fries with cucumber salad
- Potato soup of the Mark with wiener sausage
- Homemade pancakes with apple sauce
- Wheat tortilla with ground beef, tomato and grated cheese and cole slaw
- Cauliflower and chickpea korma with spinach, raisins and almonds, sesame fragrant rice and leaf salad
- Escalope with lemon sauce, roasted radicchio and thyme potatoes
- Curry sausage with homemade sauce, French fries and salad
- Sweet and sour eggs with homemade mashed potatoes and carrot salad
- Baked halloumi with grilled vegetables, herb trills and ajvar cream
- Chili sin Carne with regional sunflower mince and long grain rice with colorful salad



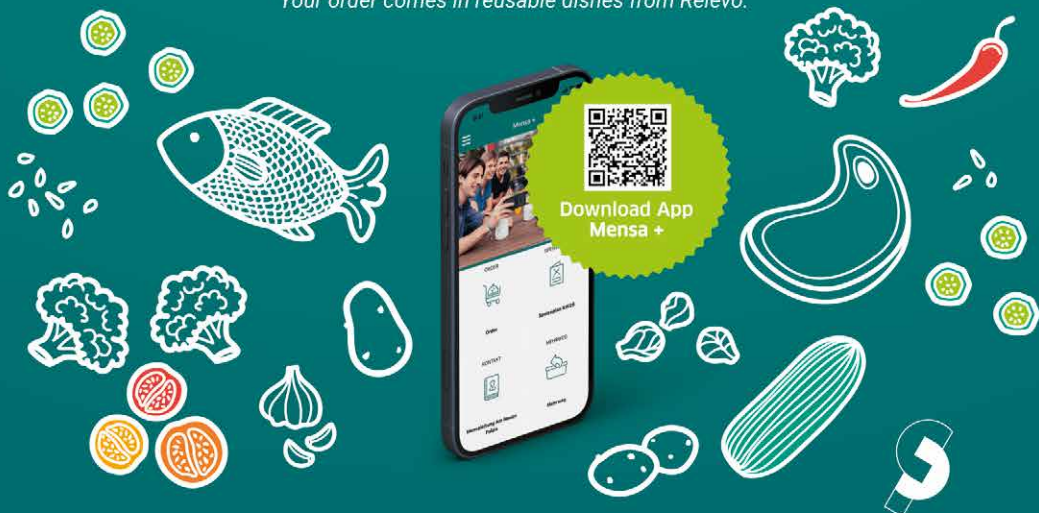


KEINE LUST AUF KOCHEN? Deine Mensa kommt zu dir ins Wohnheim!

NOT IN THE MOOD FOR COOKING? Your Mensa comes to your dorm!

Ganz einfach über die App **"Mensa +"** bis 9 Uhr bestellen und bezahlen. Das Essen steht ab ca. 14 Uhr im Automaten zur Abholung bereit und muss nur noch aufgewärmt werden. Und das ganz ohne Verpackungsmüll: Deine Bestellung kommt im Mehrweggeschirr von Relevo.

Simply order and pay via the app **"Mensa +"** until 9 am. The delivery will be ready for pick-up in the vending machine from around 2 p.m. and only needs to be heated up. And all that without any packaging waste: Your order comes in reusable dishes from Relevo.





Is it your turn
to invite for lunch?

At our checkout desks
you can purchase canteen
vouchers to hand out
as a gift.

MENSA-GUTSCHEIN

Betrag

Gutscheinnummer

gültig bis:

Der Gutschein kann in den Mensen des Studentenwerks
Potsdam eingelöst werden. Eine Auszahlung ist nicht
möglich.

www.studentenwerk-potsdam.de

NO CASH ON YOU? PAY CASHLESS WITH YOUR STUDENT ID.

At our cashless checkout desks, you can simply pay with your student ID. There are cash reload stations in every canteen.

Relevo
#MehrwegToGo

Studentenwerk Potsdam
Kontakt: info@swpotsdam.de

Nachhaltiges Mehrweggeschirr
für das Mensaessen
zum Mitnehmen

Jetzt App laden!

Google play

Relevo

ON THE MENU: SUSTAINABILITY

Disposable packaging is a thing of the past in our canteens and cafeterias. For your lunch or the coffee to go, you can use Relevo's deposit-free reusable tableware. Just download the app and get started. You can also bring your own containers. We offer all cold drinks exclusively in more environmentally friendly glass bottles. Our vegan coffee stations are available to enjoy plant-based coffee with oat milk.

CLIMATE-CONSCIOUS FOOD: VEGGIE WEDNESDAY

Meatless meals are good for health and climate. That is why every Wednesday we offer an exclusively vegetarian-vegan menu in our canteens and cafeterias.



WHEN THINGS DON'T RUN SMOOTHLY



We are there for you with our counselling services.

Studying is not always easy. No matter if you have personal problems or are worried about your studies – our social counsellors and our psychologist are there to listen and to find solutions together with you. The offer is free of charge and anonymous, and can take place in both German and English.

SOCIAL COUNSELLING

- > Studying when pregnant & studying with children
- > Studying with a disability or chronic illness
- > Study financing
- > Emergencies during your studies
- > Counseling on discounts and semester ticket subsidy
- > Allocation of emergency fund and free lunch tokens for the canteen
- > Questions on social security
- > Jobbin alongside study
- > Information for international students

PSYCHOSOCIAL COUNSELLING

- > Speech and exam anxiety, writer's block, procrastination, dropout
- > Anxiety, depression, self-esteem issues
- > Partnership conflicts, burdensome family situations
- > Psychosomatics, eating disorders
- > Social isolation, problems with friends and fellow students
- > Financial worries
- > Current crises
- > Addiction

GOOD TO KNOW

Should you ever find yourself in a difficult financial emergency situation, **you can apply for a one-time financial aid of max. 300 €** via the emergency fund of the social counselling service.



OUR CONSULTANTS LISTEN TO YOU!

Studentenwerk Potsdam

Babelsberger Straße 2 | 14473 Potsdam (Entrance: Lange Brücke)



SOCIAL COUNSELLING

soziales@studentenwerk-potsdam.de | Phone 0331 3706-254 oder -251

On-site office hours: **Tue** 9 a.m.-12 p.m. and 1-4 p.m., **Thu** 1-4 p.m.

Phone office hours: **Mon to Thu** 9 a.m.-3 p.m., **Fri** 9 a.m -2 p.m.

PSYCHOSOCIAL COUNSELLING

psb@studentenwerk-potsdam.de

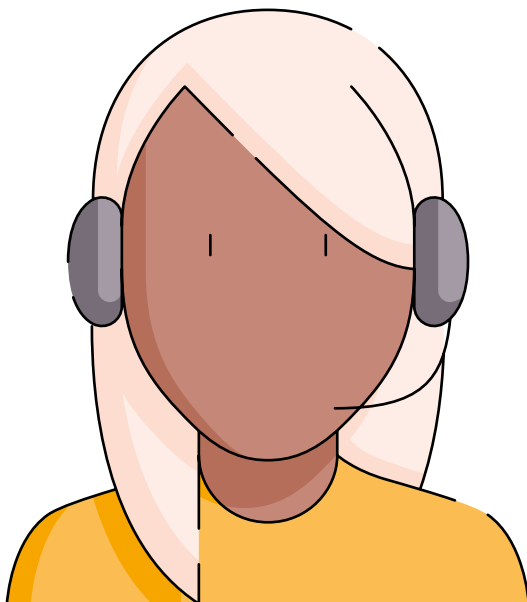
Phone 0331 3706 252

Counselling by appointment only

Current information on our website:

studentenwerk-potsdam.de/en/counselling-social

Consultations are also possible online via videocall using the certified provider "Red Connect".





THE DEAR LITTLE ONES

Studying as a parent – with our support you can do it.

Students with children face special challenges: Who will look after my child while I am in class? Which state benefits, such as parental or child benefits, can I apply for? We answer questions about studying with children, help with applications for financial aid, and arrange childcare for students' children.



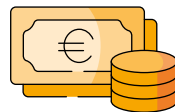
Our social counselling service provides information on all questions:

studentenwerk-potsdam.de/en/counselling-social/studying-with-children



CLAIM BENEFITS AS A STUDENT WITH CHILDREN

The Studentenwerk Potsdam pays a **one-time allowance for students with children of 200 €** for each child.



BAFÖG

BAföG includes a **childcare allowance of 160 € per month** per child.

LOW-PRICE CANTEEN FOOD

The children of students and university employees only pay the low student price in our canteens.

CHILDCARE

To ensure that studying with children is successful, we offer various childcare options in Potsdam, Wildau and Brandenburg an der Havel.

> Daycare centers in Potsdam and Wildau

Up to 110 children from three months to school age are cared for at the “klEinstein” daycare center in Potsdam. The daycare center is located on the ground floor of the residence hall Kaiser-Friedrich-Straße near the campus of the University of Potsdam, Neues Palais. The daycare center “Die wilde 19” on the campus of the Technical University of Applied Sciences Wildau (house 19) offers space for up to 28 children aged two months or older..

> Daycare parents

Children can also be looked after by daycare parents at our university locations.

Potsdam: Kaiser-Friedrich-Straße 134, Zum Mühlenteich 6

Wildau: Campus Technical University of Applied Sciences Wildau (House 16)

Brandenburg an der Havel: Campus TH Brandenburg (Zanderstraße)

> Short-term childcare (KuKi)

Short-term childcare fills childcare gaps. Do you need to attend an evening lecture or are waiting for a place in the daycare center? The KuKi of “Die Kinderwelt” looks after children for a few days, weeks or even months. Children are cared for directly in the city center of Potsdam (Breite Straße).

REGISTRATION

Kinderwelt gGmbH is responsible for the daycare centers, short-term childcare (KuKi) and daycare parents in Potsdam and Wildau.

Contact: Die Kinderwelt gGmbH

Care Place Service, Marlene-Dietrich-Allee 15, 14482 Potsdam, Phone 0331 70476-0, kontakt@die-kinderwelt.com, die-kinderwelt.com (German only)

Online registration for a daycare place: anmeldung.die-kinderwelt.com (German only)

Responsible for child daycare (daycare parents) in Brandenburg an der Havel is the city administration.



On the page of the Brandenburg University of Applied Sciences you will find all offers summarized (German only):

www.th-brandenburg.de/leben/willkommen-im-familien-service/studieren-und-arbeiten-mit-kind/vereinbarkeit-1/





WE LOWER BARRIERS

Studying with a health impairment

Access to a university depends on more than just grade point average. We want to make the path to university easier for people with health impairments.



BARRIER-FREE HOUSING We have barrier-free access at all three university locations. Residence halls:
studentenwerk-potsdam.de/en/housing/our-halls-of-residence



HANDBOOK STUDYING WITH DISABILITY (GERMAN ONLY)
The Deutsches Studierendenwerk (DSW) provides comprehensive information on the topic of studying with disabilities and chronic illness. studierendenwerke.de/themen/studieren-mit-behinderung/handbuch-studium-und-behinderung



CONTACTS AT THE UNIVERSITIES



University of Potsdam

Representative for Students with Disabilities:

uni-potsdam.de/en/studium/advising-and-services/counseling-for-students-with-health-issuesdisabilities



University of Applied Sciences Potsdam

Representative for university members with impairments:

fh-potsdam.de/campus-services/chancengleichheit/barrierefrei-studieren
(German only)



Film University Babelsberg KONRAD WOLF

Inclusion Officer:

filmuniversitaet.de/filmuni/beratung-service/inklusionsbeauftragte
(German only)



Brandenburg University of Applied Sciences

Inclusion Officer:

th-brandenburg.de/studium/information-und-beratung/studieren-mit-behinderung (German only)



Technical University of Applied Sciences Wildau

Representative for students and prospective students with disabilities:

th-wildau.de/hochschule/beauftragte/behinderung/
(German only)





NICE TO HAVE YOU HERE!

We welcome all international students in Potsdam, Wildau and Brandenburg an der Havel



The offers of the Studentenwerk Potsdam are open to all students. However, many international students have additional questions. We are happy to answer them.



How can I ...? We answer your most frequently asked questions: studentenwerk-potsdam.de/en/international-culture/international



THE MOST INTERNATIONAL ADDRESS ON CAMPUS: THE INTERNATIONAL OFFICE

Maybe you already were in touch with the International Office at your university - if not, it's worth a visit! The International Offices answer questions from international students and also advise on studying abroad.



University of Potsdam International Office

Am Neuen Palais 10, House 8
14469 Potsdam

international-office@uni-potsdam.de
Phone +49 331 977 1760



Brandenburg University of Applied Sciences International Office

Magdeburger Straße 50

14770 Brandenburg an der Havel
heike.wolff@th-brandenburg.de
Phone +49 3381 355 104



University of Applied Sciences Potsdam International Office

Kiepenheuerallee 5

14469 Potsdam
international@fh-potsdam.de
Phone +49 331 580 2060



Technical University of Applied Sciences Wildau International Office

Hochschulring 1, House 13

15745 Wildau
incoming@th-wildau.de
Phone +49 3375 508-378/-386



Film University Babelsberg KONRAD WOLF International Office

Marlene-Dietrich-Allee 11

14482 Potsdam
internationaloffice@filmuniversitaet.de
Phone +49 331 620 2559



PARTY UNTIL SUNRISE

Student life in Potsdam, Brandenburg an der Havel and Wildau

Brandenburg is more than just Berlin's "backyard". The distance from the hectic capital city makes Brandenburg a great place to focus on your studies while still being able to party extensively!

STUDENT BARS AND CLUBS

POTSDAM

> **Pub à la Pub**

pubalapub.business.site

(German only)



> **KuZe**

kuze-potsdam.de

(German only)



> **Casino FHP**

casino-fhp.de

(German only)



> **NIL StudentInnenkeller**

nilklub.net

(German only)



BRANDENBURG AN DER HAVEL

> **IQ Studentenkeller**

iq-studentenkeller.com

(German only)



WILDAU

> **Olymp**

stura-wildau.de/olymp-euer-studierendenklub/

(German only)



STAYING ACTIVE AFTER CLASSES

University sports offer a huge variety of activities.

Those who exercise regularly live healthier lives and keep a clear mind for learning. Even die-hard couch potatoes are convinced by the extensive and affordable sports program at our three university locations.

- > **University of Potsdam (also for students of the Potsdam University of Applied Sciences and Film University Babelsberg KONRAD WOLF)**
www.uni-potsdam.de/en/hochschulsport



- > **University of Applied Sciences Brandenburg**
th-brandenburg.de/leben/sport (German only)



- > **Technical University of Applied Sciences Wildau**
en.th-wildau.de/university/organisation/university-administration/university-sports/



WE FUND STUDENT PROJECTS

By students and for students: cultural & social project funding

Are you planning a film festival, a soccer tournament or a campus festival? Students often have great ideas but only a tight budget. We support cultural and social projects by students and for students outside of classes.



Do you already have a project idea? You can find all relevant information regarding the application for funds in our directive on the allocation process of funds from semester contributions to students and student projects:

studentenwerk-potsdam.de/en/international-culture/project-funding



- > **You need less than 1,500 € to realize the project?** In this case, the Studentenwerk management can make a decision on the application any time.
- > **You need more than 1,500 €?** In this case, the board of directors has to decide. The board meets three times per year. Your project documents have to be submitted to us at least six weeks before the meeting. You can find the current dates on our website.
- > **The project application consists of:** cover letter, project description, financing plan, letter of endorsement from the student council

Also there for you: the student councils of the universities.



ASTA of the University of Potsdam

astaup.de (German only)



ASTA of the University of Applied Sciences Potsdam

asta.fh-potsdam.de (German only)



StuRa of the Film University Babelsberg KONRAD WOLF

studirat.de (German only)



ASTA of the University of Applied Sciences Brandenburg

stuve.th-brandenburg.de (German only)



StuRa of the Technical University of Applied Sciences Wildau

stura-wildau.de/ (German only)



HELP WITH LEGAL QUESTIONS

The ASTA of the University of Potsdam advises students at the Student Cultural Center (KuZe) at Hermann-Elflein-Strasse 10.

Follow the link for the office hours: asta.uni-potsdam.de

(German only)



QUITE PRICEY? WE DON'T THINK SO.

The Studentenwerk fee: 50 € per semester for a good cause

When you enroll at university, register for the following semester or take a semester on leave, you pay semester fees. A fraction of 50 € goes to us every semester! With the Studentenwerk fees, we pay for a portion of our services that benefit all students:

- > **New construction of affordable housing for students**
- > **Renovation and modernization of our residence halls**
- > **Freshly cooked, reasonably priced food in our canteens**
- > **Funding for student projects**
- > **Contributions to associations and to the students' recreational accident insurance fund**
- > **Loan fund (hardship loans, graduation loans)**
- > **Grants for students who are in need through no fault of their own (one-time grants)**



Exemptions & Refunds

Did you experience a longer stay abroad, illness or exmatriculation? Under certain conditions the Studentenwerk fees can be reimbursed:

studentenwerk-potsdam.de/en/about-us/your-studentenwerk

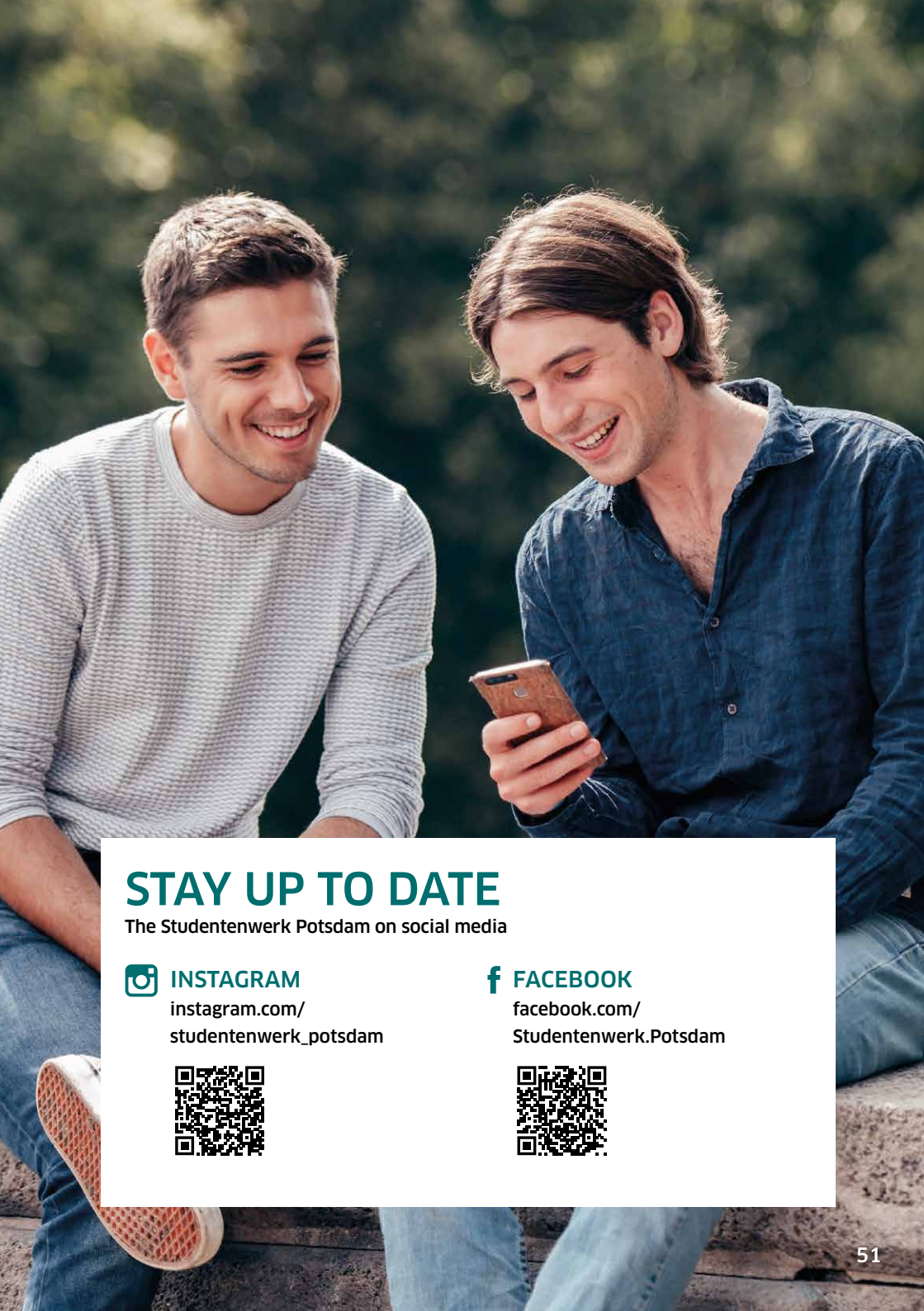


GOOD TO KNOW

The Studentenwerk fee also includes a recreational accident insurance for students.



This applies to accidents outside of the university context, as well as abroad. Accidents which are not covered by the statutory accident insurance are covered by this insurance. Our social counsellors will answer any questions you may have.



STAY UP TO DATE

The Studentenwerk Potsdam on social media



INSTAGRAM

[instagram.com/
studentenwerk_potsdam](https://www.instagram.com/studentenwerk_potsdam)



FACEBOOK

[facebook.com/
Studentenwerk.Potsdam](https://www.facebook.com/Studentenwerk.Potsdam)



CHECKLIST FOR A SUCCESSFUL START OF YOUR STUDIES IN THE WINTER SEMESTER

JANUARY - MARCH: STILL BE WITHOUT A PLAN

- ✔ What do I want to study?
- ✔ When do I need to apply for the study program I have chosen?
- ✔ Where would I like to study?
- ✔ What options do I have to finance my studies?
- ✔ How much am I allowed to earn while studying?
- ✔ Do my parents support me financially?

APRIL - JUNE: MAKE A PLAN

- ✔ **Funding:** Clarify financing options for studies (BAföG, parents, part-time job, scholarship)
- ✔ **Apply online for a place in the residence hall** at your preferred location (admission letter of the university can be submitted later)
- ✔ **Housing:** Get an overview of different housing options (free housing market, checking real estate platforms, ask at housing cooperatives and societies).
- ✔ **Jobbing:** Do I need a part-time job? What is the time required (full-time study: no more than 20h/week)? What do I want and what can I deliver besides my studies?



JULY - SEPTEMBER: HAVE THE MASTER (OR BACHELOR) PLAN

- ✓ **Financing:** Submit your BAföG application (processing takes approx. 8 weeks), consider applying for a scholarship
- ✓ **Housing:** Send admission letter from the university to the Studentenwerk so that a rental offer can be made (indicate your online application number)
- ✓ **Jobbing:** Find a part-time job through our job placement service
- ✓ **Insurance:** What insurance coverage do I have and which one do I need (important: health and liability insurance)?

OCTOBER - DECEMBER: PUT YOUR PLAN INTO ACTION

- ✓ **Financing:** Notification on the BAföG decision
- ✓ **Housing:** Move in, register your new residence with the city administration (usually deadline of one week), submit a forwarding request to the post office, register for the broadcasting fee
- Tip:** If you receive BAföG, you can be exempted from the fees.
- ✓ **And what else:** Attend information events, apply for your student ID, visit the canteen for the first time, maybe have a counselling session, follow and like us on social media, explore your new place of residence - we wish you good luck at the start of your studies!

ALL CONTACTS AT A GLANCE

Service Point

Babelsberger Straße 2, 14473 Potsdam

Phone 0331 3706 0

service-point@studentenwerk-potsdam.de

Reachable by phone: Mon and Wed 9 a.m.-3 p.m., **Tue** 9 a.m.- 6 p.m., **Thu** 9 a.m.-4 p.m., **Fri** 9 a.m.-2 p.m.



On-site consultation:

The headquarter
(Entrance: Lange Brücke) is open
on Tuesday from 9 a.m. -12 p.m. and
1 p.m.-4 p.m. and
on Thursday from 1 p.m.-4 p.m.

**Simply drop by
without appointment!**

Housing

Babelsberger Straße 2, 14473 Potsdam

Phone 0331 3706 501

wohnen@studentenwerk-potsdam.de

Reachable by phone: Mon and Thu 9 a.m.-12 p.m.

BAföG Office

Babelsberger Straße 2, 14473 Potsdam

Phone 0331 3706 301

bafoeg@studentenwerk-potsdam.de

Reachable by phone

Clerks: Mon and Thu 9 a.m.-12 p.m.

General Counselling Office: Mon, Wed and Thu 9 a.m.-12 p.m.

Phone 0331 3706 308

Canteens and cafeterias

Babelsberger Straße 2, 14473 Potsdam

Phone 0331 3706 401

verpflegung@studentenwerk-potsdam.de

Opening hours and menu:

studentenwerk-potsdam.de/en/food-co/our-canteens-and-cafeterias



Job placement service

Babelsberger Straße 2, 14473 Potsdam

Phone 0331 3706 251

jobs@studentenwerk-potsdam.de

Reachable by phone: Mon to Thu 9 a.m.-3 p.m., **Fri** 9 a.m.-2 p.m.

Counselling Services

Babelsberger Straße 2, 14473 Potsdam

Social Counselling

soziales@studentenwerk-potsdam.de

Phone 0331 3706 254 or -251

Reachable by phone: Mon to Thu 9 a.m.-3 p.m., **Fri** 9 a.m.-2 p.m.

Psychosocial Counselling

psb@studentenwerk-potsdam.de

Phone 0331 3706 252 Counselling by appointment only

International Affairs

Babelsberger Straße 2, 14473 Potsdam

Phone 0331 3706 255

internationales@studentenwerk-potsdam.de

By appointment only

IMPRINT

Publisher

Studentenwerk Potsdam
Anstalt des öffentlichen Rechts
Babelsberger Straße 2
14473 Potsdam

Editing

Josephine Kujau, Sebastián López Castellanos, Maria Stadie
Susanna Jacob (translation)

Layout

Henrike Ott, Visuelle Kommunikation

Image credits

DSW/Jan Eric Euler: Cover, p. 4, 8, 19, 20, 26, 28, 29, 30,
34, 36, 39, 41, 42, 43, 45, 47, 50, 51
flaticon/freepik: all icons
Branislav Jesic: p. 54
Felix Löchner: p. 17
Reinhard & Sommer: p. 12 (15), 18
Relevo: p. 35
Martin Wolf/Sandra Morgenstern: p. 12

Date: September 2023

Printed on 100 percent recycled paper

studentenwerk-potsdam.de/en/