

交换生住宿指南

东亚研究所

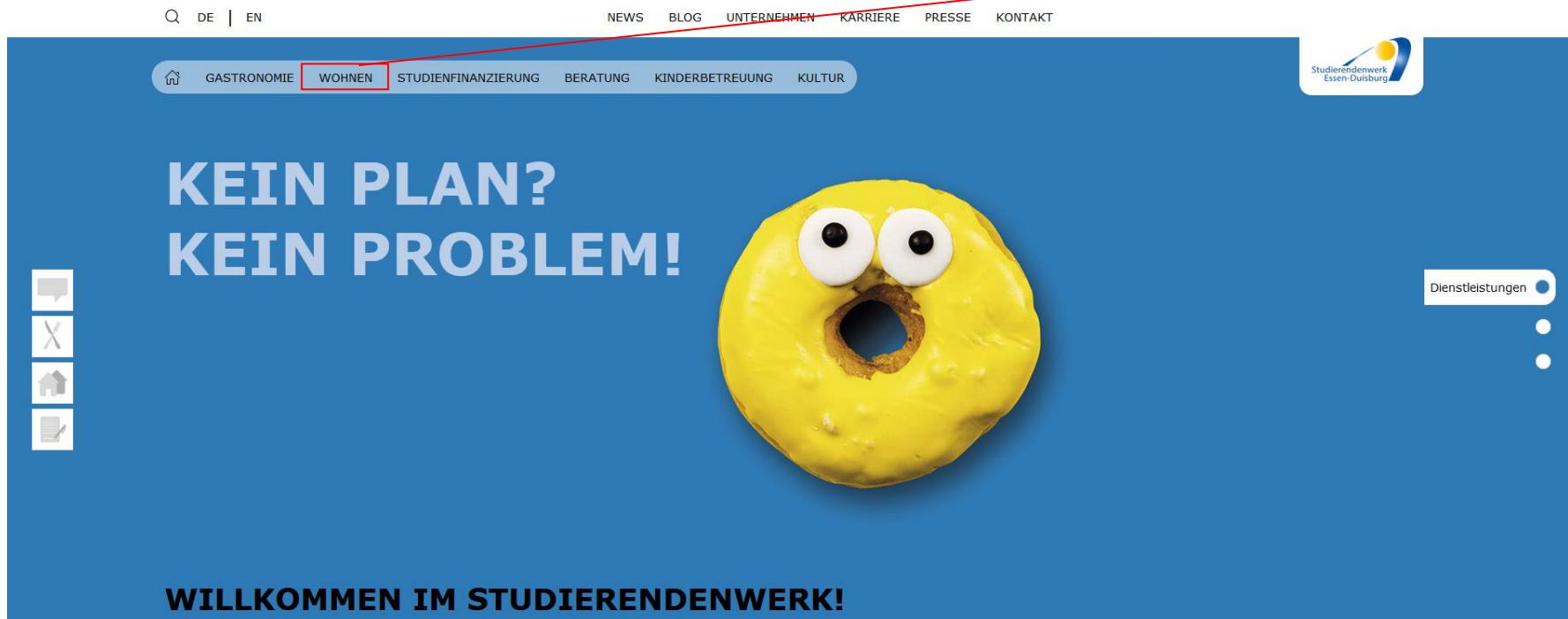
IN-EAST

杜伊斯堡-埃森大学

申请学生宿舍流程

请务必在赴德前提早安排好大学的住宿。杜伊斯堡-埃森大学有专门的机构（Studentenwerk）统一管理和安排宿舍，申请大学宿舍的网站界面是德文，所以这份“指南”会通过示图来解释具体申请步骤。

- 首先，请打开学生宿舍网页：<http://studentenwerk.essen-duisburg.de>。进入网页后，请点击“Wohnen”。



2. 进入网页后，点击“Onlinebewerbung”并可以查看各种类型学生宿舍的详细信息，包括房间介绍、价格及地址等信息。

The screenshot shows the homepage of the Studierendenwerk Essen-Duisburg website. At the top, there is a navigation bar with links for NEWS, BLOG, UNTERNEHMEN, KARRIERE, PRESSE, and KONTAKT. Below this is a main menu with categories like GASTRONOMIE, WOHNEN, STUDIENFINANZIERUNG, BERATUNG, KINDERBETREUUNG, and KULTUR. A sub-menu for 'WOHNEN' is open, showing options like Standorte, Wohnheime, Gästehäuser, and Informationen, with 'Informationen' being the currently selected item. A red box highlights the 'Onlinebewerbung' link in the same sub-menu. To the right of the menu, there is a large yellow donut with white eyes and a mouth, giving it a surprised expression. The background of the page is blue. In the bottom left corner, there is a welcome message: 'WILLKOMMEN IM STUDIERENDENWERK!'.

3. 已开始申请流程，请点击左侧导航条目中的“Online-Bewerbung ausfüllen > Online-Bewerbung”，意思是“在线申请”。



The image shows a woman with blonde hair in a braid, wearing a purple top and a grey cardigan, looking down at a laptop screen. The laptop screen displays the "WOHNHEIM-BEWERBUNG" website. The navigation bar on the left includes icons for messaging, X, home, and a document. Below the navigation bar, the section "ABLAUF DER BEWERBUNG" is visible, followed by three steps: "Informieren", "Unterlagen bereithalten", and "Online-Bewerbung ausfüllen". The third step is highlighted with a red box and a red line points from the top text to this box. A note at the bottom of the list reads: "Füllen Sie die **Online-Bewerbung** aus und geben Sie die gewünschte Wohnform, Ihr bevorzugtes Wohnheim sowie den gewünschten Einzugstermin (immer nur der 1. eines Monats möglich) an.".

WOHNHEIM-BEWERBUNG

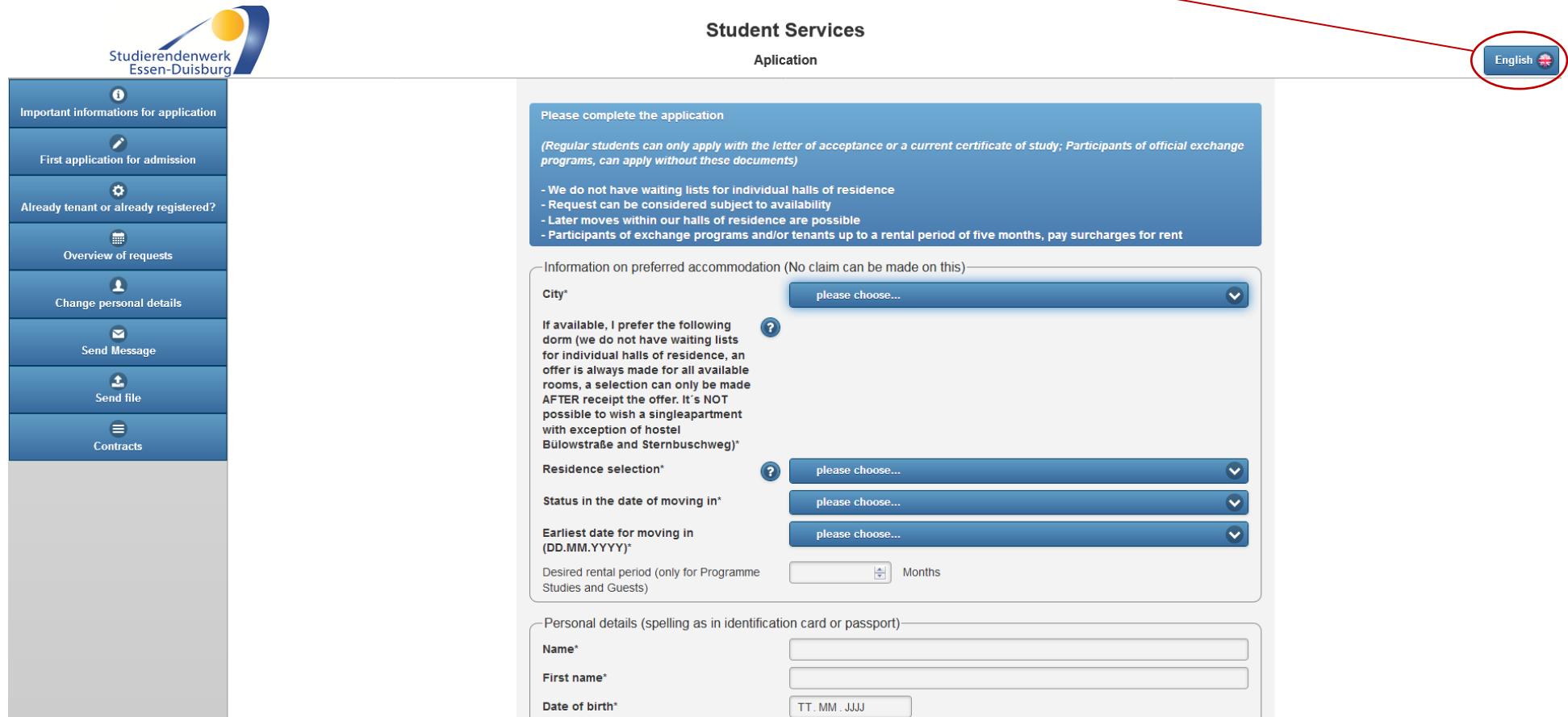
ABLAUF DER BEWERBUNG

- Informieren
- Unterlagen bereithalten
- Online-Bewerbung ausfüllen

Füllen Sie die **Online-Bewerbung** aus und geben Sie die gewünschte Wohnform, Ihr bevorzugtes Wohnheim sowie den gewünschten Einzugstermin (immer nur der 1. eines Monats möglich) an.

申请宿舍前, 请准备本人的护照照片页及录取通知书的扫描件(“**Letter of Acceptance**”),都PDF格式。

4. 进入在线申请界面后, 请点击右上方的语言框, 选择“**English**”。然后, 点击“**Application for admission**”。



The screenshot shows the Student Services Application page. At the top left is the logo of Studierendenwerk Essen-Duisburg. On the left, there is a vertical sidebar with the following menu items:

- Important informations for application
- First application for admission
- Already tenant or already registered?
- Overview of requests
- Change personal details
- Send Message
- Send file
- Contracts

The main content area has a title "Student Services Application". It contains a section titled "Please complete the application" with instructions for regular students and participants of official exchange programs. Below this is a section for "Information on preferred accommodation (No claim can be made on this)". It includes dropdown menus for "City*", "Residence selection*", "Status in the date of moving in*", and "Earliest date for moving in (DD.MM.YYYY)*". There is also a field for "Desired rental period (only for Programme Studies and Guests)" with a dropdown for "Months". The bottom section is for "Personal details (spelling as in identification card or passport)" with fields for "Name*", "First name*", and "Date of birth*".

5. 请开始填写在线申请表, 其中带*号的部分为必填信息。

东亚研究所位于杜伊斯堡校区内，所以建议同学们申请时尽量选择杜伊斯堡校区的学生宿舍。“Essen”和“Mülheim”是位于杜伊斯堡市附近的两个城市，也有学生宿舍。杜伊斯堡和埃森之间有免费班车。大概30分钟能到达。

如果需要带家具的房间，请选择 "Furnished room in shared flat"。想要带部分家具公寓房间（含公用浴室及公用厨房），请选择"Singleappartement partly furnished (with bathroom and shared kitchen on floor)"。需要带部分家具的公寓，请选择"Singleappartement partly furnished ". 如果无所谓，请全部标记。

Information on preferred accommodation (No claim can be made on this)

City* Duisburg

If available, I prefer the following dorm (we do not have waiting lists for individual halls of residence, an offer is always made for all available rooms, a selection can only be made AFTER receipt of the offer. It's NOT possible to wish a singleapartment with exception of hostel Bülowstraße and Sternbuschweg)*

? Furnished room in shared flat
Singleappartement partly furnished
Singleappartement partly furnished (with bathroom and shared kitchen on floor)



6. 杜伊斯堡校区共有七处学生宿舍，其中Ruhrorter Straße 在杜伊斯堡市内的西部，距离学校较远且宿舍环境较差，所以不推荐申请此宿舍。其他几处学生宿舍都在学校教学区所在地Neudorf附近，上课非常方便。

学生宿舍的详细信息，请参考下面的链接：

杜伊斯堡

<http://studentenwerk.esSEN-duisburg.de/en/accommodation/student-residences/residences-in-duisburg/>

埃森

<http://studentenwerk.esSEN-duisburg.de/en/accommodation/student-residences/residences-in-essen/>

Information on preferred accommodation (No claim can be made on this)

City* Duisburg

If available, I prefer the following dorm (we do not have waiting lists for individual halls of residence, an offer is always made for all available rooms, a selection can only be made AFTER receipt of the offer. It's NOT possible to wish a single apartment with exception of hostel Bülowstraße and Sternbuschweg)*

?

Furnished room in shared flat

Singleappartement partly furnished

Singleapartment partly furnished (with bathroom and shared kitchen on floor)

Residence selection* Ruhrorter Strasse

?

7. 到“Status in the date of moving in”这一点, 请选择”Student at another University”, 意思是另一所大学的学生.

Information on preferred accommodation (No claim can be made on this)

City* Duisburg

If available, I prefer the following dorm (we do not have waiting lists for individual halls of residence, an offer is always made for all available rooms, a selection can only be made AFTER receipt of the offer. It's NOT possible to wish a single apartment with exception of hostel Bülowstraße and Sternbuschweg)*

Residence selection* Ruhrorter Strasse

Status in the date of moving in* Student at another University

8. 最早入住日期：冬季入学请填写10月1日，学校教学及考试时间为10月中旬至2月中下旬，共约5个月（3月份放寒假）；夏季入学请填写4月1日，学校教学及考试时间为4月上旬至7月中下旬，共约4个月（8—9月份放暑假）。请注意德国的复活节假期每年时间不同，所以有时候可能要在四月一日之后才能入住。

Information on preferred accommodation (No claim can be made on this)

City* Duisburg

If available, I prefer the following dorm (we do not have waiting lists for individual halls of residence, an offer is always made for all available rooms, a selection can only be made AFTER receipt of the offer. It's NOT possible to wish a single apartment with exception of hostel Bülowstraße and Sternbuschweg)*

Residence selection* Ruhrorter Strasse

Status in the date of moving in* Student at another University

Earliest date for moving in (DD.MM.YYYY)* Im laufenden Semester zum...
01/01/2019

Desired rental period (only for Programme Studies and Guests) 12 Months

9. 入住期间：当入住时间段为6个月及以下时，房租稍贵一点且订房后不能取消；当入住时间段为7个月及以上时，在特殊情况下（学生从大学注销学籍）可以取消预订。

Residence selection*	<input type="text" value="Ruhrter Strasse"/>
Status in the date of moving in*	<input type="text" value="Student at another University"/>
Earliest date for moving in (DD.MM.YYYY)*	<input type="text" value="Im laufenden Semester zum..."/> <input type="text" value="01/01/2019"/> 
Desired rental period (only for Programme Studies and Guests)	<input type="text" value="12"/>  Months

10. 接下来请填写个人基本资料，带*号的部分为必填信息。填写电子邮箱地址时，请勿使用手机邮箱地址，以避免邮件进入垃圾邮件文件夹。

Personal details (spelling as in identification card or passport)

Name*

First name*

Date of birth*

Gender*

Male female

Marital status

please choose... 

Name of spouse

Number of children

Nationality*

China  

E-mail address* 

Repeat e-mail*

11. 在填写专业选项时，请选择“东亚学”，这样只是为了安排宿舍过程中的行政需要，并不影响之后选择大学的课程内容。然后请填写家庭住址及现住址。

Information on the course of studies in the date of moving in

Faculty, course of study*

Moderne Ostasienstudien

Programm or other occupation*

4- Student/in einer anderen Hochschule

Homeaddress

Street*

Postcode/Town*

Home country*

Japan

Phone number

The form is a light gray rectangle with rounded corners. It contains several input fields and dropdown menus. The top section is titled 'Information on the course of studies in the date of moving in'. It has two dropdown menus: one for 'Faculty, course of study*' containing 'Moderne Ostasienstudien' and another for 'Programm or other occupation*' containing '4- Student/in einer anderen Hochschule'. Below this is a section for 'Homeaddress' with fields for 'Street*', 'Postcode/Town*', and 'Home country*', with 'Japan' selected. At the bottom is a field for 'Phone number'.

12. 请上传本人的护照照片页及录取通知书的扫描件。

Upload documents (max. 1MB)

Certificate of study (provided already exists) OR admission letter of University Duisburg-Essen for restricted admission courses (strictly necessary) OR certificate of study from the home university*

Only for programme students and guests which have not been notified in advance about the university : Program verification (registration, invitations, etc.) OR activity detection (internship agreement, commitment, etc.)

Durchsuchen... Keine Datei ausgewählt.

Durchsuchen... Keine Datei ausgewählt.

13. 到下一点“Information on current or proposed status”，请选择“Programme Students of the University Duisburg-Essen”

Study from the home university

Information on current or proposed status in the date of moving in (Please mark with a cross)

Students of the University Duisburg-Essen, Folkwang University of the Arts, Hochschule Ruhr-West

Programme Students of the University Duisburg-Essen, Folkwang University of the Arts, Hochschule Ruhr-West (Erasmus, Master, DAAD, etc.)

Guests (trainees, students from other universities)

Admission free course of study

14. 最后核对信息无误后，点击提交。

Please note !

After submitting your personal details you will receive an activation email. You must confirm your data on a link. Only then your data will be forwarded to the Studierendenwerk! Maybe you must check your spam or junk mails.

Privacy Notice: The personal data will be processed for proper processing. Additional information on your rights and data protection can be found here: [data protection](#)

I hereby confirm that all information given is complete and true. I have taken note of and accepted the aforementioned privacy policy. I am aware that termination without notice may be made if the rental agreement is due to false information.

15. 在提交申请表后，你会收到系统自动发出的确认邮件。请于48小时内点击邮件中的“确认申请”链接，之后在宿舍管理系统内会自动生成你的申请单。

关于点击“确认申请”链接，请注意：

- (1) 如上图中的链接，请务必只点击一次。然后请耐心等待，你会收到宿舍管理处的确认申请邮件。
- (2) 如果不小心将此链接点击了两次或以上，接下来会收到另外一封错误信息邮件，表示系统里没有你的申请信息。但请不必担心，实际上你的申请信息任然存在。因此，为避免麻烦和误会，请确保只点击一次“确认申请”链接

申请完成之后，在接下来的几周内你会陆续收到大学宿舍管理处的邮件，请认真阅读并且回复，否则工作人员很可能认为你已经不需要大学宿舍的位置而取消网上申请。如果对于邮件内容有任何疑问，请及时写信咨询。

16. 如果有适合的房间，工作人员会通过邮件方式告知。为了保证成功预定房间，请在信件规定的日期前回复，并且支付 600 欧元左右的押金。宿舍管理处不会给出第二个可供选择的房间，所以请不要随便拒绝第一个选择，否则之后就很难再申请到房间。但是在入住之后，还有机会根据需要进行调整。最后需要注意的是：带家具的房间内只会提供基本硬件设施，而床单、被套、枕套、餐具、炊具等还需要学生自己准备。

❖ 押金 (Kaution)

押金退还手续在搬出宿舍之后，按照以下规则结算：

- 若在居住期间造成房屋损坏或脏乱，将在押金内扣除相应费用；
- 若在居住期间丢失房间物品（如家具等）或遗失钥匙，也将在押金内扣除一定费用；
- 以及扣除在居住期间其他所需支付费用。

在合同结束（即搬离宿舍）八周后，结算后的剩余押金转账至租客提供的银行账户上。因国际转账额外产生的费用由入住学生本人承担，学校不予以支付。

❖ 医疗保险

办理入学注册手续时必须提供个人医疗保险的证明。医疗保险可以是学生所持的本国医疗保险，但是必须出具英语或者德语证明。学生也可以办理德国的公立医疗保险，如：AOK（德国医疗保险公司）的相关费用约为每月 80 欧元。

❖ 签证(VISA)

参加半年交换的学生，需在德意志银行账户预存至少 **6** 个月生活费，并申请为期 **6** 个月的签证！！

参加一年交换的学生，需在德意志银行账户预存至少 **12** 个月生活费，并申请为期一年的签证！！

德国大学的学期时间——官方表述：

冬季学期：10月初至次年3月底（6个月）

夏季学期：4月初至9月底（6个月）

请注意：

虽然实际上 3 月份和 8-9 月份学校会放寒暑假，但校方给学生和德国驻华大使馆出具的官方材料中注明的邀请时间通常都是 **6** 个月或一年。学生可以在结束课程后提前离开德国（**2-3** 月；**8-9** 月），同时注销在德意志银行的账户并提取出剩余的金额带回国，签证方面不会有任何麻烦。因此，学生无须申请 **4** 或 **5** 个月的签证，否则其过程将漫长而繁琐。

❖ 德国的手机卡

在德国购买手机卡通常需要和德国的电信公司签一份为期两年的合同，而且大部分合同都比较贵。因此，我们建议交换生先联系和咨询德国的小伙伴并了解清楚适合自己的手机卡，之后再行购买。