

Application form for students

Please note that information marked with an * will be forwarded to your future housing sponsor. There is also voluntary information in the document. These are marked accordingly in a coloured background and help us to take your needs into account even better. This information will also be forwarded to your future mentor if you provide it.

General information

Last name*:	
First name*:	
Gender*:	<input type="checkbox"/> female <input type="checkbox"/> male <input type="checkbox"/> diverse
Current Address:	
Date of Birth*:	
Nationality*:	
Native Languages:	
German Language Skills*:	<input type="checkbox"/> I don't have any skills in German. <input type="checkbox"/> I can understand and use basic sentences. <input type="checkbox"/> I can communicate in German in everyday situations. <input type="checkbox"/> I can hold complex conversations and understand demanding texts. <input type="checkbox"/> I speak and understand German almost like a native speaker. <input type="checkbox"/> I am a native speaker.
Foreign language skills*:	

<p>Do you want to move in alone*:</p>	<p><input type="checkbox"/> yes</p> <p><input type="checkbox"/> with child(ren) (number,age)</p> <hr/> <p><input type="checkbox"/> with a partner (age)</p> <hr/>
<p>E-mail-address:</p>	
<p>Telephone number:</p>	
<p>This is why I would like to participate in RaumTeiler: (Multiple answers possible)</p>	<p><input type="checkbox"/> I want to increase my chances of finding accommodation.</p> <p><input type="checkbox"/> I am on the waiting list for a place in a hall of residence.</p> <p><input type="checkbox"/> The rents on the regular housing market are too high for me.</p> <p><input type="checkbox"/> I am looking for temporary accommodation.</p> <p><input type="checkbox"/> I want to make connections in a new city.</p> <p><input type="checkbox"/> I don't want to live alone.</p> <p><input type="checkbox"/> I am interested in intergenerational living.</p> <p><input type="checkbox"/> I can imagine helping out with everyday tasks.</p> <p><input type="checkbox"/> I want to be part of a social project.</p> <p><input type="checkbox"/> I heard about the project from friends / university / the media and would like to try it out.</p> <p><input type="checkbox"/> I would like to improve my German language skills.</p> <p><input type="checkbox"/> Other:</p>

Information on study programme

University/Institution:	
Matriculation number:	
Field of study*:	
Desired degree*:	<input type="checkbox"/> Bachelor's degree <input type="checkbox"/> Master's degree <input type="checkbox"/> State examination <input type="checkbox"/> Diploma <input type="checkbox"/> Doctorate
Current Semester*:	
Expected end of the study programme:	

Please enclose a current certificate of enrolment.

Wishes for the provision of living space

Which type of project would you be interested in?*

- Housing in exchange for rent.
- Housing in exchange for support and rent.
- Housing in exchange for support.
- No matter

Desired move-in date*:	
Have you applied for a place in the student union's halls of residence?	<input type="checkbox"/> Yes, on _____ <ul style="list-style-type: none"> <input type="radio"/> For a single apartment <input type="radio"/> For a shared flat <input type="checkbox"/> No <input type="checkbox"/> I am currently living in the student dorms

Gender housing provider:	<input type="checkbox"/> female <input type="checkbox"/> male <input type="checkbox"/> diverse <input type="checkbox"/> no matter
Living situation housing provider:	<input type="checkbox"/> no matter <input type="checkbox"/> single <input type="checkbox"/> single parent with child <input type="checkbox"/> family <input type="checkbox"/> married couple
Wishes regarding living space furnishing? (e.g. furnished, partly furnished, no wishes)	
What furniture would you like to bring?*	
Bicycle parking space?	<input type="checkbox"/> desired <input type="checkbox"/> if possible <input type="checkbox"/> no
Car parking space?	<input type="checkbox"/> desired <input type="checkbox"/> if possible <input type="checkbox"/> no
Do visitors wish to stay overnight?*	<input type="checkbox"/> yes <input type="checkbox"/> no
I want to smoke*:	<input type="checkbox"/> in the garden <input type="checkbox"/> on the balcony <input type="checkbox"/> in my room <input type="checkbox"/> not at all
Additional wishes*:	

Information on the tenant

Are pets okay for you?*:	<input type="checkbox"/> yes, the following: <hr/> <hr/> <input type="checkbox"/> no
Do you have pets that you would like to bring?*:	<input type="checkbox"/> yes, the following: <hr/> <hr/> <input type="checkbox"/> no
How much additional costs or how much rent per month can you pay?:	
Do you regularly go home at the weekend?:	<input type="checkbox"/> yes, this frequently: <hr/> <hr/> <input type="checkbox"/> no
Do you leave for the semester break?:	<input type="checkbox"/> yes, for this amount of time: <hr/> <hr/> <input type="checkbox"/> no
Do you have a drivers license?*:	<input type="checkbox"/> yes <input type="checkbox"/> no
Do you have a car?*:	<input type="checkbox"/> yes <input type="checkbox"/> no

Information on support services*

<input type="checkbox"/> Housework (e.g. cleaning, vacuuming, washing up, ironing, etc.)
<input type="checkbox"/> House maintenance (e.g. sweeping the street, putting out rubbish bins, winter maintenance, etc.)
<input type="checkbox"/> Gardening (e.g. mowing the lawn, watering flowers, weeding)
<input type="checkbox"/> Accompaniment outside the home (e.g. doctor's appointments, events, walks)
<input type="checkbox"/> Shopping (e.g. groceries, household items)
<input type="checkbox"/> Driving services (e.g. to school, events)
<input type="checkbox"/> Paperwork (e.g. forms, PC help, etc.)
<input type="checkbox"/> Caring for animals (e.g. feeding, walking, cleaning cages)
<input type="checkbox"/> Looking after the house in the absence of the person providing the accommodation (e.g. bringing in the post, watering plants, looking after pets)
<input type="checkbox"/> Minor repairs (e.g. changing light bulbs, sewing on a button, hanging a picture)
<input type="checkbox"/> Childcare (e.g. playing, supervising homework, dropping off and picking up children from school)
<input type="checkbox"/> Homework supervision/tutoring (e.g. maths, German, foreign languages) This is what I offer:
<input type="checkbox"/> Technical help (e.g. setting up a computer, connecting a TV, solving WLAN problems)
<input type="checkbox"/> Socialising (e.g. having conversations, playing games, watching TV together)
<input type="checkbox"/> Cultural activities (e.g. language lessons, making music, art projects) This is what I offer:

Do you have prior experience and skills that could be useful for this project? (e.g. training, community service, internships, au pair, etc.)*.

What is the maximum number of hours per week you would like to provide help?*

Further Information

How did you become aware of 'RaumTeiler'?

- Through my dorm application.
- Through recommendations from friends or acquaintances.
- Through family members.
- Through information material or events at the university/college.
- Through counselling centres or social institutions.
- Through an internet search or a specific website.
- Through posts or adverts on social media.
- Through articles or adverts in a newspaper or magazine.
- Through posters or flyers in the city or in public places.
- Through information in the community or church.
- Through reports or adverts on the radio or television.
- _____

- I give my consent to the processing of the additional data from the areas marked in colour. This consent is voluntary and can be revoked by me at any time.
- I have read and accept the **Guideline for the use of the RaumTeiler project** of **Studentenwerk Leipzig** to provide accommodation to students as well as the **data protection notice for the use of the housing contact mediation via the project RaumTeiler**.

Place, Date

Signature

Contact Details

<p>Celina Bohmann Leipzig Student Services, Social Services Department</p> <p>Office: Gutenbergplatz 4 room 403 04103 Leipzig</p>	<p>E-Mail: raumteiler@studentenwerk-leipzig.de</p> <p>Phone.: +49 1761 9659 639</p> <p>Appointments can be made by telephone or email. Please call if you have any questions. If we are unavailable, we will call you back.</p>
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Appendix

- Guideline
- Data protection notice

Guidelines for the Use of the RaumTeiler Project of Studentenwerk Leipzig for Housing Contact Mediation for Students

Preamble

Within the framework of the **RaumTeiler project**, Studentenwerk Leipzig facilitates contact between students and private individuals who offer housing to students either in exchange for support with household tasks or for a reduced rent.

These guidelines regulate the framework conditions and procedures for housing contact mediation. The aim of the project is to promote **housing partnerships** between students and private housing providers. Students require affordable accommodation in order to pursue their studies. For this reason, Studentenwerk Leipzig supports students through the RaumTeiler project as part of its statutory mandate for the social and economic support and promotion of students in Leipzig.

1. General Provisions

- 1.1 The mediation of contacts between students and private individuals who offer housing to students within the RaumTeiler project in exchange for household support or a reduced rent is a service provided by Studentenwerk Leipzig – a public institution (Anstalt des öffentlichen Rechts) – hereinafter referred to as “Studentenwerk”.
- 1.2 The housing contact mediation activity within the RaumTeiler project of Studentenwerk Leipzig is limited to the mediation of housing offers in **private households** to students enrolled at universities assigned to Studentenwerk Leipzig by law or agreement. Commercial housing offers from the open housing market are not mediated.
- 1.3 Housing contact mediation is **free of charge** for both students and housing providers and is limited to processing registrations and facilitating housing contacts for housing partnerships. Studentenwerk Leipzig is **not a contractual party** and does not provide legal advice. The use of the RaumTeiler contact mediation service does not entitle either students or housing providers to a successful mediation.
- 1.4 Studentenwerk Leipzig has **only a mediation function**. Housing partnership agreements are concluded exclusively between the mediated students as housing recipients and the housing providers. These parties are responsible for fulfilling their respective contractual obligations. Studentenwerk Leipzig assumes no liability for the execution or fulfillment of such agreements.
- 1.5 Studentenwerk Leipzig is not liable for any breaches of duty by housing recipients or housing providers. No legal claims against Studentenwerk Leipzig can be derived from these guidelines. Decisions made on the basis of these guidelines are not subject to

appeal. Except for liability arising from the breach of essential contractual obligations or from injury to life, body or health, the liability of Studentenwerk Leipzig and its agents is limited to intent and gross negligence.

2. Requirements for Using the RaumTeiler Housing Contact Mediation Service

2.1 For Students

- 2.1.1 In principle, enrolled students who are subject to the semester contribution at a university assigned to Studentenwerk Leipzig may use the RaumTeiler project service.
- 2.1.2 Couples (partners or spouses) as well as parents with child(ren) may also apply. At least one person must meet the eligibility requirements according to section 2.1.1.
- 2.1.3 Proof of eligibility is provided through a **valid certificate of enrollment**, which must be submitted to the project coordinator each semester. Without this proof, mediation cannot take place.
- 2.1.4 All students wishing to use the RaumTeiler housing contact mediation service must provide the following documents and participate in at least one personal meeting with the project coordinator:
- ✓ valid student ID card
 - ✓ current certificate of enrollment
 - ✓ valid identification document (ID card or passport)
 - ✓ valid residence permit (if applicable)
 - ✓ fully completed student registration form
- 2.1.5 Any changes to personal information (e.g. address or contact details) must be reported to the project coordination. If housing has been found elsewhere or there is no longer interest in the service, active deregistration is required.
- 2.1.6 Exmatriculation must be reported immediately. In this case, the student is no longer entitled to use the RaumTeiler service. Existing housing partnerships may continue, but no further mediation will be provided by Studentenwerk Leipzig.
- 2.1.7 All students who move into housing through the RaumTeiler project are required to **register their residence with the City of Leipzig** within two weeks of moving in, either as their main or secondary residence, regardless of the duration of the housing arrangement.

2.2 For Housing Providers

- 2.2.1 In principle, any private individual who owns a free room or housing unit in their house or apartment may participate as a housing provider. If the provider is renting the apartment themselves, permission for subletting must be obtained. Studentenwerk Leipzig may request to see this permission. The room or housing unit must be at least 9 m² in size (excluding kitchen and bathroom) and lockable
- 2.2.2 Housing providers must complete the **registration form for housing providers**, specifying their expectations, wishes and possible support needs. They must also be willing to participate in a personal meeting with the project coordinator and allow a viewing of the accommodation by prior appointment.
- 2.2.3 Applications will not be accepted from individuals who:
- a) offer accommodation with significant structural or hygienic deficiencies
 - b) set a gross rent (including utilities) exceeding the maximum rent of comparable Studentenwerk Leipzig housing by more than 10%
 - c) require support exceeding 10 hours per week (48 hours per month)
 - d) cannot provide permission for subletting in rented apartments
 - e) cannot offer a separate, enclosed living space
- 2.2.4 If a housing provider no longer wishes to offer accommodation, they must actively deregister.
- 2.2.5 Studentenwerk Leipzig points out that rental income or non-monetary benefits obtained through a housing partnership arranged via RaumTeiler (e.g. rent payments or household support services in exchange for accommodation) may be subject to income tax. Housing providers are responsible for informing themselves about their tax obligations. Studentenwerk Leipzig cannot provide tax advice.

3. Housing Contact Mediation for Housing Partnerships

3.1

Housing contact mediation within the RaumTeiler project is based on information provided by housing providers and students seeking accommodation. Personal data and relevant information (e.g. housing conditions, expectations, or possible support services) are collected and stored through registration forms.

3.2

Based on the information provided by housing providers, the project coordination prepares an **anonymised advertisement** describing the housing offer. After approval by the housing

provider, the advertisement is published on a **password-protected online platform accessible to registered students**.

3.3

Registered students may submit requests for housing offers via the project coordination. The project coordination checks whether the information provided by both parties generally matches.

3.4

If a basic compatibility exists and both parties agree, the contact details of the student and the housing provider will be exchanged through the project coordination so that a meeting can be arranged.

3.5

The decision whether a housing partnership will be established lies solely with the student and the housing provider.

3.6

After successful mediation, the details of the housing partnership are regulated in a **housing partnership agreement** between the partners. The content of the agreement is determined independently by the housing partners and must comply with the principles outlined in section 4.

3.7

The contractual parties are exclusively the student (tenant) and the housing provider (landlord). Studentenwerk Leipzig is not a contractual party.

3.8

Both housing recipients and housing providers may request further mediation or a new placement through the RaumTeiler project if needed.

4. Exclusion from the Use of the RaumTeiler Housing Contact Mediation Service

4.1 For Students

4.1.1 Studentenwerk Leipzig may exclude students from the mediation service if:

- they violate these guidelines
- they independently share contact details of housing providers
- they significantly violate obligations of a housing partnership agreement and the housing provider submits a justified complaint
- they repeatedly fail to contact the housing provider after mediation
- other important reasons exist

4.2 For Housing Providers

4.2.1 Studentenwerk Leipzig may exclude housing providers from mediation if:

- they violate these guidelines
- the actual housing arrangements differ from the conditions stated in the project advertisement
- immoral activities or care services that legally require professional qualifications are offered or requested (§138 German Civil Code)
- discriminatory behaviour contrary to the General Equal Treatment Act (AGG) is evident
- other important reasons exist

4.2.2 Studentenwerk Leipzig may also reject housing offers that:

- violate these guidelines
- are incompatible with student life
- violate applicable law or appear morally unacceptable
- repeatedly fail to lead to mediation
- contradict democratic or human rights principles

5. Entry into Force

This policy comes into force on 16 March 2026 and replaces the version dated 1 September 2024 from that day onwards.

Data Protection Information for the Use of the RaumTeiler Housing Contact Mediation Service

Data Controller

The responsible party in terms of data protection law is: Studentenwerk Leipzig – Anstalt öffentlichen Rechts (Leipzig Student Services Association – Public Institution) / Goethestr. 6 / 04109 Leipzig

You can find further information about our student services association, details of authorised representatives and further contact details in the legal notice on our website: <https://www.studentenwerk-leipzig.de/impressum>

What data do we process and for what purposes?

The provision of your personal data is necessary for participation in the Raumteiler project. Without this data, we cannot act as an intermediary between landlords and students. The personal data that we usually collect manually in the questionnaire and personal interviews as part of the Raumteiler project is used to bring students and landlords into contact with each other and to successfully arrange housing sponsorships. Data processing is carried out exclusively for the purpose of arranging accommodation and fulfilling these tasks.

- Contact details: surname, first name, address, telephone number, email address
- Information provided by students: age, gender, university, degree programme, matriculation number, certificate of enrolment/name of partner and/or child(ren), age, if applicable
- Information provided by accommodation providers: age, gender, details of accommodation, availability, desired assistance, inspection of identification document to verify address
- Feedback and evaluations: information on satisfaction and suggestions for improvement

Information on citizenship, ethnic origin, religious or ideological beliefs or health restrictions is voluntary.

On what legal basis do we process your data?

The legal basis for the processing of your personal data when using the RaumTeiler project is Art. 6 (1) (b) GDPR, which permits the processing of data for the performance of a contract or pre-contractual measures.

In the case of voluntary information, your personal data will be processed exclusively on the basis of your consent in accordance with Art. 6 (1) (a) GDPR.

How long will the data be stored?

Data from students seeking accommodation and those offering accommodation will be stored in accordance with the statutory retention periods. Your personal data will only be stored for as long as is necessary to fulfil the above-mentioned purposes. If no placement is made, your data will be deleted after six months. You will not be notified separately of this.

To which recipients will the data be passed on?

The data will be passed on to internal recipients at Studentenwerk Leipzig and, if necessary, to processors. We have concluded a so-called processing agreement with this provider, which ensures that data processing is carried out in a permissible manner.

Furthermore, data is passed on from landlords to students if the landlords give their prior verbal or written consent. In exceptional cases, this can also be done in reverse.

Where is the data processed?

The data is processed exclusively in the Federal Republic of Germany.

Your rights as a data subject

You have the right to obtain information about the personal data we process about you.

If you submit a request for information that is not in writing, we ask for your understanding that we may require proof from you that you are the person you claim to be.

Furthermore, you have the right to correction or deletion or to restriction of processing, insofar as you are legally entitled to do so.

You also have the right to object to processing within the framework of the legal requirements. The same applies to the right to data portability.

Our data protection manager

We have appointed an external data protection officer for our Studentenwerk Leipzig. You can contact them at the following address:

Kevin Peter / Corinthstr. 19 / 04157 Leipzig

Email: kevin.peter@was-ist-datenschutz.de Telephone: 0800 63003061 (free of charge)

Right of complaint

You also have the right to contact the supervisory authority if you believe that your personal data is being processed unlawfully. The address of the supervisory authority responsible for the Leipzig Student Services Association is: The Saxon Data Protection and Transparency Commissioner, Devrientstraße 5, 01067 Dresden, Telephone: +49 351 85471-101, fax: +49 351 85471-109, Email: post@sdtb.sachsen.de