STUDIERENDEN WERK OSNABRÜCK

student residence

Alte Fabrik
Jahnplatz 6
49080 Osnabrück

Note
The documents contain AI-generated images.

Confirmation of residence

Bürgeramt- Citizen's Office in Osnabrück

Address
Citizen's Office Osnabrück
Natruper-Tor-Wall 2
49076 Osnabrück

☏ 0541 323 2100
✉ buergeramt@osnabrueck.de

Service Hours

Monday	07:30 AM - 04:00 PM
Tuesday	08:00 AM - 06:00 PM
Wednesday	07:30 AM - 12:00 PM
Thursday	08:00 AM - 06:00 PM
Friday	07:30 AM - 12:00 PM

A personal visit can **only** take place after a prior appointment has been made.

The **confirmation of residence** is required to officially register your move into a new apartment with the registration office.

Registering your residence
You must register at the Osnabrück registration office within two weeks of moving into a new apartment. The confirmation of residence is required for this.

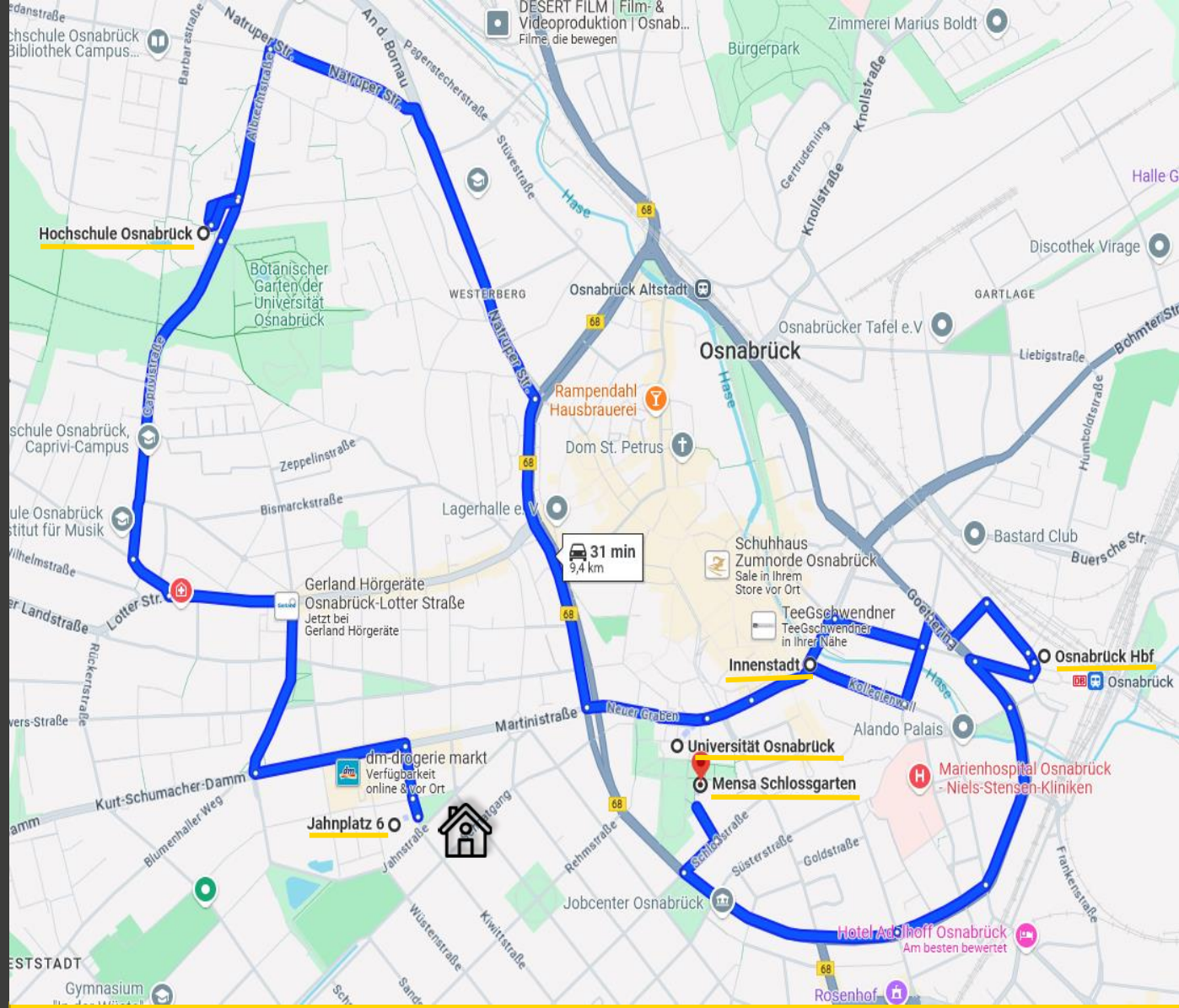
Proof of actual move-in
The confirmation serves as proof that you have indeed moved into the specified apartment.

Avoiding fake registrations
It helps the city administration ensure that only people who actually live in the apartment are registered there.

Where to submit the confirmation of residence
You must submit the confirmation of residence to the **citizen's office in Osnabrück.**

The confirmation of residence is usually sent by email after the apartment handover. Please also check your spam folder, as our emails may end up there. Make sure to regularly monitor your spam folder.

Welcome to your exciting neighborhood – There's a lot to discover here!





Where can I find affordable bedding (like pillows, blankets, sheets) and kitchen essentials (such as pots, pans and cutlery)?

IKEA

tedox
und das für kleines Geld

kik

Euroshop

POCO
EINRICHTUNGSMÄRKTE

kleinanzeigen

2nd hand online

TEDi

Woolworth

Food and other essentials

Netto Marken-Discount
Weidenstraße 20

Rewe
Heinrichstraße 37

Aldi Nord
Martinistraße 93

EDEKA
Rehmstraße 35

Absolut FrischeMark
Internationale Spezialitäten
Schreberstraße 2

dm-drogerie markt
Weidenstraße 20

Denns BioMark
Weidenstraße 20

Mensa Schlossgarten
Ritterstraße 10
49074 Osnabrück

Opening Hours

Monday
11:30 am – 02:15 pm
Tuesday
11:30 am – 02:15 pm
Wednesday
11:30 am – 02:15 pm
Thursday
11:30 am – 02:15 pm
Friday
11:30 am – 02:15 pm
Saturday
12:00 pm – 02:00 pm
Sunday
Closed



Important contact points at a glance

Ausländerbehörde: Foreigners' Office of the City of Osnabrück

Address
Natruper-Tor-Wall 5
49076 Osnabrück

☎ 0541 3230
✉ abh@osnabrueck.de

Service Hours

Monday	08:00 AM - 12:00 PM
Tuesday:	08:00 AM - 04:00 PM
Wednesday	Closed
Thursday	08:00 AM - 05:30 PM
Friday	08:00 AM - 12:00 PM

A personal visit can **only** take place after a prior appointment has been made.

Bürgeramt: Citizens' Office in Osnabrück

Address
Natruper-Tor-Wall 2
49076 Osnabrück

☎ 0541 323 2100
✉ buergeramt@osnabrueck.de

Service Hours

Monday	08:00 AM - 04:00 PM
Tuesday	08:00 AM - 04:00 PM
Wednesday	08:00 AM - 12:00 PM
Thursday	08:00 AM - 05:30 PM
Friday	08:00 AM - 12:00 PM

A personal visit can **only** take place after a prior appointment has been made.



Psychosocial Counseling Center

☎ 05419692580
✉ psb@sw-os.de

Address
Sedanstraße 1
49076 Osnabrück

Opening hours

Monday to Thursday
09:00 AM - 12:00 PM and 01:00 PM - 04:00 PM
Friday
09:00 AM - 01:00 PM

POLIZEIDIREKTION OSNABRÜCK

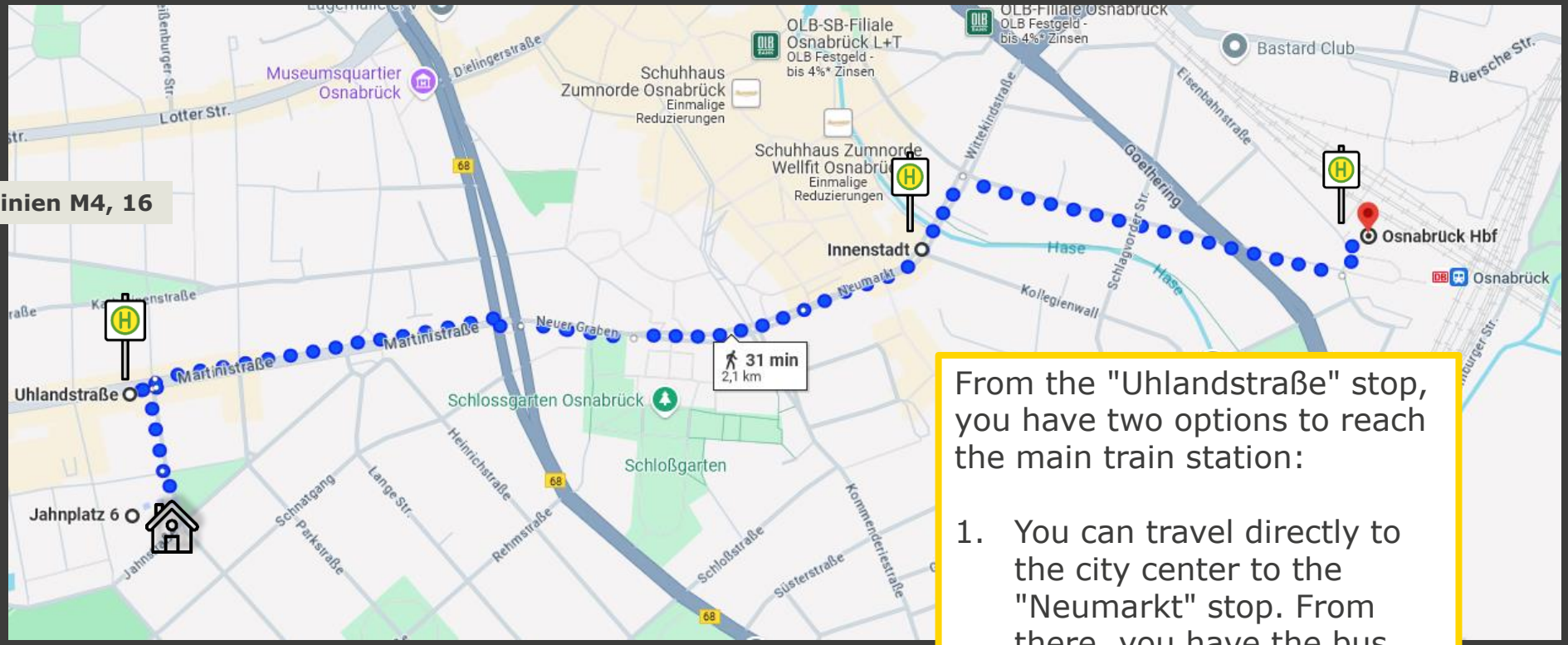
Police Station
Kollegienwall 6-8
49074 Osnabrück

☎ 0541 3270

MediPark Pharmacy
Parkstraße 42
49080 Osnabrück



Buslinien M4, 16



From the "Uhlandstraße" stop, you have two options to reach the main train station:

1. You can travel directly to the city center to the "Neumarkt" stop. From there, you have the bus lines M2, 12, and 15 available to continue to the main train station.
2. Alternatively, you can take bus line 16, which goes directly to the "Hauptbahnhof" (main train station) stop, where you can get off.

Radiant cleanliness, quick and easy – This is how you clean your kitchen like a pro



Note
If the electrical appliances provided by us, such as the stove, oven, extractor hood, washing machine, dryer or dishwasher**, do not function**, please **inform** the **caretaker** immediately. Small appliances like toasters, kettles, etc., are **private property** and are **not serviced by us.**

Kitchen countertop

Hot pots and pans
Pots and pans taken directly from the stove can burn the surface.
Use trivets or heat-resistant mats to avoid damage.

Sharp objects
Cutting directly on the countertop can cause scratches and damage the surface.
Always use a cutting board.

Standing water
Especially on wooden countertops, standing water can cause the material to swell and lead to discoloration.
Always dry the countertop thoroughly.

Oil and grease
Clean up oil and grease stains immediately to avoid staining.



Note
Clean your kitchen countertop **immediately** after use to avoid stains and damage. This way, it will always stay clean and well-maintained.

Stove and oven



The stove must be cleaned after each use with appropriate cleaning products (ceramic cooktop scraper and cleaner). The stove should not be used directly as a cooking surface. Please use pots and pans for cooking.





Always use baking paper if you are not using a container. The oven should be cleaned regularly.



Ceramic cooktop scraper



Ceramic cooktop cleaner

Cleaning guide: Step-by-step instructions for cleaning



Note
All residents are required to thoroughly clean the common areas such as the **kitchen**, **bathrooms**, and **hallways**. A **cleaning plan** ensures the equal participation of everyone. **Ask** your fellow residents about it! Neglect that leads to damage will be penalized. Repeated violations can lead to the termination of the rental agreement after a warning. **Adhering** to the cleaning plan promotes cleanliness and well-being and creates the basis for a pleasant living atmosphere.

Step 1: Dusting
Remove dust and cobwebs from ceilings, walls, and corners. Use a dust cloth or duster for this.
Wipe the surfaces of your furniture, such as desks, shelves, window sills, and other furniture pieces, with a damp microfiber cloth. Then dry them with a dry cloth.
Don't forget to dust your electronic devices such as computers, TVs, and speakers. A special cloth for screens can be helpful here.

Step 2: Kitchen
Wipe down all surfaces with an all-purpose cleaner. Make sure to clean under appliances like the toaster or microwave as well.
Thoroughly clean the sink with a sponge and a suitable cleaning agent. Disinfect the faucets.
Wipe down the exterior surfaces of appliances like the refrigerator, oven, and microwave.
Clean the inside of kitchen cabinets by wiping down all shelves and drawers.
Empty the trash can and clean it with disinfectant.

Cleaning guide: Step-by-step instructions for cleaning

Note
Clean **regularly** to prevent large accumulations of dirt. A **weekly** cleaning helps keep the work manageable.
Spread the tasks over **several** days if it's difficult for you to do everything at once.

Please ensure that the **laundry room** is also left **clean** and **tidy**.

Step 3: Bathroom

Clean the sink with a bathroom cleaner and wipe the mirror with glass cleaner.
Use toilet cleaner and a toilet brush to thoroughly clean the toilet. Don't forget to disinfect the flush button and the outer area of the toilet.
Remove soap scum and lime scale in the shower or bathtub with a special cleaner.
Thoroughly mop the bathroom floor, ensuring all corners are clean.

Step 4: Floor cleaning

If possible: Vacuum the floors in all rooms, including the hallways. If you have a carpet, don't forget to vacuum it as well.
Use a broom and dustpan to thoroughly sweep the floor. Make sure to sweep in the corners and under furniture where dust and dirt can accumulate.
Mop the floors with a mop and a suitable floor cleaner. Be sure to rinse the mop regularly, especially when moving from one room to the next. Start with the less dirty areas (like the bedroom or hallway) and work your way to the more heavily soiled areas (like the kitchen and bathroom).

Step 5: Dispose of trash

Empty all the trash cans in your home, including those in the kitchen, bathroom, and bedroom.
Make sure to sort the trash properly.
Don't forget to dispose of your glass waste at the designated facilities.

Clean windows for a clear view

Clean window frames and window sills
First, remove dust and dirt from the frame and window sill to prevent dirt from getting on the glass.

Prepare cleaning solution
Fill a bucket with lukewarm water and add a small amount of washing up liquid or window cleaner.

Clean the window
Dip the sponge or microfiber cloth into the cleaning solution, wring it out slightly and wipe the window thoroughly from top to bottom.

If possible, use a squeegee
Place the squeegee at the top edge of the window and pull it down in straight lines. Wipe the squeegee dry after each pass to avoid streaks.

Finishing touches
Dry the edges and corners of the window with a dry cloth or newspaper to remove any remaining water.

Wipe down window frames and sills
Finally, wipe the frame and window sill if they got wet during cleaning.

Note
For stubborn dirt, a splash of vinegar in the water helps.
Regular cleaning (every few months) makes the cleaning easier.

Fresh air for your well-being – how to ventilate properly



The best ventilation methods for a healthy home!

Ventilation by opening windows wide
Duration: 5 to 10 minutes
Frequency: 3-4 times a day
Open all windows wide to create a draft

Cross ventilation
Duration: 3 to 5 minutes
Frequency: 2-3 times a day
Open windows on opposite sides to create a draft.

Tilt ventilation
Not recommended
Tilt ventilation is less effective and should be avoided because it cools down the walls, which can promote mold growth.

Fresh air at the right time – how to ventilate optimally

The Bathroom
Your bathroom is equipped with a ventilation system that removes moisture and odors.
It is important that the ventilation system always functions properly to prevent mold growth and moisture damage.

How can you tell if the ventilation system is not working?
No audible noise
Normally, the ventilation system produces a soft humming or buzzing sound when operating. If this noise is absent, the system may be defective.

Fogged mirrors and persistent moisture
If the mirrors remain heavily fogged after showering and the humidity in the room does not decrease even after a long time, this could indicate ineffective ventilation.
However, note that prolonged humidity can also result from longer shower times. Make sure the ventilation system is running during and after showering to reduce the humidity as quickly as possible.

Unpleasant odors
If odors accumulate in the bathroom and do not dissipate quickly, this could also indicate a defective ventilation system.

Please ensure that the ventilation system is **always** in working order. If you notice that the ventilation is **not functioning** properly, **contact** the caretaker service **immediately** so that a repair can be arranged.

After showering, be sure to use a squeegee to avoid water spots and mold formation.

The Kitchen

After cooking
So that the odors and steam are replaced by fresh air.

Our room

In the morning
After getting up, to let the moisture that accumulated overnight escape.

In the evening
Before going to bed, to ensure the room is supplied with fresh air.

When is it time to ventilate? Here’s how to recognize it.

Unpleasant odor
A sign of insufficient ventilation and a risk of mold formation.

Mold formation
Spots on walls or ceilings that become visible indicate insufficient or improper ventilation.

Foggy windows
Indicates high humidity levels.

We do the dirty work – Washing machine and dryer



Note
You'll find the washing machines and dryers in the basement.

Using the Washing Machine

- **Don’t overload the drum.** Leave about a hand’s width of space between the laundry and the drum.
- Adjust the detergent dosage according to the amount of laundry. Too much detergent can leave residues behind.
- Choose the appropriate program based on the type of fabric and the level of soiling.
- Follow the care instructions on the clothing labels. Not all fabrics can withstand high temperatures.

Using the Dryer

- Do not overload the device, as this will extend the drying time and lead to uneven results.
- Clean the lint filter after each drying cycle to **prevent** the **risk of fire**.
- Choose the appropriate program according to the fabric type and the desired drying level (cupboard dry, iron damp, etc.).
- Rinse the condenser regularly to ensure optimal drying.
- Empty the water container after each cycle for condensation dryers.

How to Leave the Devices

- Leave the washing machine and dryer clean and without laundry.
- After use, leave the washing machine and dryer door open, so that the drum can dry and no odors develop.

Note
You need your CampusCard to use the equipment.

Waste sorting made easy – How to act environmentally friendly!



In the yellow bag or the yellow bin belong

STUDIERENDEN WERK OSNABRUCK



- **Plastic bottles and containers**
  (e.g., water bottles, shampoo bottles)
- **Milk and juice cartons**
  (Tetra Paks for milk and juice)
- **Cans**
  (cans for vegetables and soup)
- **Yogurt cups**
  (cups for yogurt and pudding)
- **Plastic bags**
  (shopping bags, freezer bags)
- **Packaging films**
  (cling film, bubble wrap)
- **Bottle caps**
  (from beer and soda bottles)

What Should Not Go In

- **Paper and cardboard**
  (newspapers, cartons)
- **Glass bottles**
  (wine bottles, jam jars)
- **Food waste**
  (kitchen waste, food leftovers)
- **Batteries**
  (rechargeable batteries, button cells)

This belongs in the paper bin

All packaging and items made of paper, cardboard, or carton belong in the paper bin, provided they do not contain food residues. To save space, the packaging should be shredded, folded or flattened.



- **Newspapers and magazines**
  (daily newspapers, magazines)
- **Cardboard and cartons**
  (shipping cartons, shoe boxes)
- **Writing paper**
  (notepads, printer paper)
- **Egg cartons**

What Should Not Go In

- **Contaminated paper**
  (pizza boxes with food residues)
- **Coated paper**
  (Tetra Paks)
- **Plastic-coated paper**

This belongs in the residual waste

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- **Ash, ashtray contents** *(cigarette butts, but always cooled)*
- **Photos, dishes and ceramics** *(only in small quantities)*
- **Hygiene paper** *(sanitary pads, diapers, tissues)*
- **Leather scraps, rags**
- **Glass shards from mirrors and windows**
- **Heavily soiled packaging**
- **Toys**
- **Ballpoint pens and pencils**
- **Small waste** *(chewing gum, balloons, CDs, and DVDs)*
- **Vacuum cleaner bags**



What Should Not Go In

- **Construction and demolition waste**
- **Old electronic devices**
- **Paper, cardboard, cartons**
- **Hazardous substances** *(chemicals, paints, varnishes, medications)*
- **Bulky waste** *(furniture, mattresses)*
- **Light sources** *(incandescent bulbs, energy-saving lamps)*
- **Packaging made of plastic and metal**

Dispose of food scraps, oil residues, and used fat – simple and environmentally friendly



Residual Waste

- Fruit and vegetable peels, bread scraps, and other food items
- Meat and fish scraps
- Food scraps



Residual Waste

- Let the fat or oil cool down,
- Collect oil residues or solidified fat in a sealed container (e.g., old glass, plastic bottle, or can) and then dispose of it in the residual waste.



Never pour down the drain or into the toilet.

- **Oil and fat can clog pipes and lead to significant problems in wastewater disposal.**

The tutors

Tutors support:

- Settling into the dormitory and in Osnabrück
- Building contacts
- Living together in the shared apartment (WG)
- Organizing leisure activities
- With difficulties in financing studies
- With any language problems
- Organizing cultural events and smaller celebrations for dormitory residents

Tutors are experienced students who help new dormitory residents settle in. They **support** with orientation, making contacts, and with all questions related to studies and everyday life. Additionally, they organize exciting leisure activities and cultural events.

Important Information Regarding the Use of the Courtyard

The courtyard and the barbecue area are available for all residents of the old factory to use freely. These areas offer the perfect opportunity to relax and spend time together outdoors. To ensure this remains a pleasant experience for everyone, we'd like to remind you of a few **important** rules:

1. Cleanliness and Order
After each use of the barbecue area and garden, it is important that all areas be thoroughly cleaned.
This means:
All trash must be disposed of properly—please be sure to place trash in the designated bins.
Personal items such as dishes, blankets, or furniture that have been used must be tidied up and returned to their proper places.

2. Shared Responsibility
Every user* is responsible for leaving the common areas clean and tidy.
Only through our shared commitment can we ensure that these areas remain usable and accessible to everyone in the long term.

3. Observance of Quiet Hours
Quiet hours begin daily at **10 p.m. and end at 7 a.m.** During this time, special consideration must be given to the neighborhood. Noise disturbances should be avoided, as they affect not only you as residents but also your neighbors.
Excessive noise late in the evening can strain relations with the neighborhood and lead to unpleasant consequences for all of us.

4. Consequences for Violations
Repeated violations of the quiet hours can lead to serious consequences. To avoid this, we ask everyone to take the applicable rules seriously and to behave considerately.

Emergency Service Company List

***For the residential complex* Jahnstraße 22-42 49080 Osnabrück**

In case of an emergency **during** the caretaker's working hours, please contact him first.

The caretaker is **Mr. Ingo Friehe-Osterfeld,**

Monday- Thursday 08:00 am-04:00 pm
Friday 08:00 am-01:00 pm

☎ +49 152 26233482

Emergency services outside of the caretaker's working hours
(Please provide your name, address, and mobile number)

Emergency locksmith service for emergency opening Chargeable Company TemexControl ☎ **0541 21213**	**Plumbing** For water damage and pipe breakage Company Ahlers ☎ **0541-6920660**
Heating system In case of heating failure Company Ahlers ☎ **0541-6920650**	**Electrical** In case of power outage Company ESM ☎ **01717737144**

The **costs** for the locksmith service will be invoiced to you afterward, so immediate payment is not required. The invoices for other emergency services will be covered by us.

General Notes on Moving Out



This is how your move-out goes smoothly!
A practical checklist for your move

1. Prepare for room inspection

- **2 weeks before**
  Schedule an appointment with the caretaker
  Contact the responsible caretaker by phone at least 2 weeks before your move-out. Arrange an appointment for the inspection of the rental property and clarify any open questions.

- **Only during working hours**
  The inspection can only take place during working hours.
  Room inspections are **not** possible on Saturdays, Sundays, or public holidays!

Note
The caretaker is **Mr. Ingo Friehe Osterfeld,**

Monday- Thursday	08:00 am-04:00 pm
Friday	08:00 am-01:00 pm

☏ +49 152 26233482

2. Cleaning and Handover

- **Clear out and clean**
  The living space must be completely cleared, cleaned, and handed over to the caretaker with all keys by the termination date. Your presence during the handover is necessary.
- **Paint the room**
  The room must be returned painted white upon move-out. You can obtain the correct paint at a low cost from the caretaker. Ensure to remove any paint residues from lamps, light switches, sockets, baseboards, windows, doors, and furniture.
- **Clean the living space**
  Thoroughly clean the room: floor, doors, and windows (inside and outside). For furnished rooms, also clean the furniture inside and outside.
- **Common areas**
  The common areas (kitchen, hallway, bathroom, basement) must also be cleaned. Areas that are not properly cleaned will be cleaned at your expense.

3. Important Deregistrations

- **Outstanding costs within the shared apartment (WG)**
  Have you settled all outstanding costs within your WG? Remember to clear any outstanding amounts for shared purchases, utilities, or other expenses with your flatmates before you move out.
- **Deregistration at the citizens' office**
  Deregister at the citizens' office if you are moving abroad or from a secondary residence to a primary residence. In all other cases, registration at your new place of residence is sufficient.
- **Forwarding request at the post office**
  Remember to set up a forwarding request for your mail at the post office.

Deposit

Please note that the refund of your deposit will occur approximately 8 weeks after the end of the rental agreement, even if you have moved out earlier.

If your bank account details change and you cannot update them in the tenant portal, we kindly ask you to contact us immediately via email. This will help us avoid delays in refunding your deposit.



Note
The billing process may take some time.
If you have any questions, please contact the rental accounting department.
☎ 0541 3310728.

This is how you can have your bulky waste disposed of



Note
Proof of proper disposal of bulky waste must be presented to the caretaker. Disposal on the premises is strictly prohibited.

- The bulky waste fee is 29 euros
- Registration can be done by phone, in person, by bulky waste card, by email, or online
- Register 14 days in advance

Belongs to bulky waste

- **Furniture** (beds, mattresses, wardrobes, sofas, tables, chairs)
- **Household items** (large carpets, large toys, bicycles)
- **Electronics and household appliances** (large appliances such as refrigerators, washing machines, televisions)

Does not qualify as bulky waste

- **Construction and renovation waste** (tiles, construction debris, wallpaper remnants, paints, and varnishes)
- **Small items** (small objects that fit into the regular household waste container)
- **Hazardous waste** (chemicals and batteries)

Information on fly screen installation

Drilling into ceilings and walls is not permitted.

If holes are made by nails or other fasteners, they must be properly repaired before you move out.

The window frame

Do not use nails, thumbtacks, or other fasteners that could damage the frame to attach the fly screen. Attach the fly screen only from the inside and not outside. If using a frame, follow the manufacturer's instructions and ensure not to damage the frame. The fly screen must be removed, and all residues cleared before moving out.

Help and contact options

STUDIERENDEN WERK OSNABRUCK

Do you have any further questions? Then check out our FAQ! If you don't find an answer there, you can contact us by phone or email.
We are happy to assist you and look forward to helping you.

All the answers you need are just a scan away.