**Directive for the duty to cooperate**

If you want the Accommodation Office TUHH (ACCO-TUHH) to support you in finding a room it is compulsory that you cooperate actively with us.

Please **type** in this form, sign it, scan it and send it back as a **pdf-file**. Please understand that handwritten forms cannot be accepted.

**Name of the student (Family name in capitals):**

Please choose what you want to apply for:

🞏 I apply for a place on the waiting list for a Freshman-room

(STUDIERENDENWERK HAMBURG)

🞏 I apply for support in finding private accommodation (ACCO-TUHH)

🞏 I need accommodation for 1 semester.

🞏 I need accommodation for 2 semesters.

Your duty to cooperate comprises the following:

1. Please note your main email-address here **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

Check this address for e-mailsfrom ACCO-TUHH and/or STUDIERENDENWERK HAMBURG **at least twice a week.**

1. **You have to inform ACCO-TUHH without delay** about any changes in your plans to take up courses at TUHH (e.g.: you got no admission; you got no visa; financial reasons; admitted at another university, etc.).
2. **In case you apply for a Freshman-room** at one of the halls of residence of STUDIERENDENWERK HAMBURG you also have to inform

STUDIERENDENWERK HAMBURG without delay about any changes in your plans.

1. Read all the **documents** you will receive by email **thoroughly**.
2. It is compulsory to inform ACCO-TUHH **within the period stipulated in your offer** if you can accept the given private offer or not.
3. In case you apply for a Freshman-room it is compulsory to inform STUDIERENDENWERK HAMBURG **within the period stipulated in your offer** if you accept the given room offer or not.

I acknowledge the above stated cooperation rules.

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(Date and Signature)