**Application procedure for a Freshman-room**

If you want the ACCO-TUHH to put you on the waiting list for a Freshman-room it is compulsory to **type** and **sign** the **Directive for the Duty to Cooperate**.

Please send it back to accommodation@tuhh.de .

When I have received your valid **Directive for the Duty to Cooperate**, I will send the necessary application papers to you by email.

After I got your application papers back I will inform you by email if it is possible for you to get a Freshman-room. Then I pass on your application to STUDIERENDENWERK HAMBURG. They will process your application. They will send you an offer for a Freshman-room in one of their halls of residence in Harburg. You have to transfer a prepayment of, about 900 € into the account of Studierendenwerk to book your room. The prepayment includes a deposit of 400 € and the rent for half of September and all of October 2017.

You will get back the deposit when you leave your room complete and clean at the end of your stay.

**Please note: you can book the Freshmen-rooms only for the below mentioned fixed period of time!**

**Summer semester: 1.4. until 31.8. Winter semester: 15.9 until 31.3. or 15.9. until 31.8.**