**Important first steps in Paderborn:**

1. You will receive your tenancy agreement as well as some other documents together with the key when you move in. Please sign the **tenancy agreements** and fill out the **internet declaration** and the **SEPA form** for the monthly direct debit from the Studierendenwerk.

   *If your home country does not participate in the SEPA program (see SEPA list), we recommend that you open an account with a German bank instead - see also “Your guide to Student Accommodation” page 11.*

2. Please put the documents **in the letter slot at the STW building at Mersingweg 2** as soon as possible. The box is emptied daily.

![STW building letter slot](image)

3. After processing by the STW, you will receive the following documents back in your mailbox:
   - a **countersigned rental contract**
   - the **login data for the Internet** (your customer number and your apartment number)
   - the **landlord's certificate** for the registrations at the residents' registration office.

Please check your mailbox regularly, but note that it will take a few days until you receive the documents back.

**FURTHER INFORMATION:**

See also our “Student Accommodation Guide” which you can find on the UPB Incoming Website in the section “Living in Paderborn” ([https://www.uni-paderborn.de/studium/international-office/austauschstudierende-incoming/leben-in-paderborn](https://www.uni-paderborn.de/studium/international-office/austauschstudierende-incoming/leben-in-paderborn))

**Rent payment**

Your room rent must be paid by the fifth day of each month. In order to be able to pay your rent on time every month, you can give the STW a direct debit authorisation or set up a standing order with your bank. To open a bank account in Paderborn, you will need a valid identification document (e.g. your passport) and the registration confirmation from the residents' registration office.

**Registration at the Residents' Registration Office**

Within two weeks of moving in, you must register at the Residents' Registration Office (Einwohnermeldeamt). To do this, you will need your identity card and a special certificate from your landlord, the so-called Wohnungsgeberbescheinigung. This document confirms that you have actually moved into the specified flat (see also point 3 in this document).

**Internet and Wi-Fi**

To register with the internet provider PadNet Paderborn, you will need your access data (your tenant customer number and flat number). You will also need your own LAN cable. For a Wi-Fi connection, you will have to get a router on your own. Information on compatible router models can be found on the homepage of [http://www.padnet.de](http://www.padnet.de).