

INFORMATION ABOUT UNI.LU HOUSING

To get an accommodation, you need a **SAP Personal Number**

Creation of the SAP Personal Number – Human Resources of the University of Luxembourg

What is a SAP Personal Number?

A SAP Personal Number is an authentication number which you get by the Human Resources of the University of Luxembourg

Contact person:

Jennifer WILLIET: Jennifer.williet@uni.lu

Line PROSPERT: line.prospert@uni.lu

Once the **SAP Personal Number** has been created, Uni.lu Accommodation will be able to assign you an accommodation and to send you it by e-mail.



Housing request – Room reservation – Key – Signature of the lease – Uni.lu Accommodation

How to apply for housing?

- You have **your SAP Personal Number** from the Human Resources of the University of Luxembourg.
- You have sent by e-mail the housing request to the Uni.lu Accommodation. (seve.logement@uni.lu)

Room allocation

Subject to availabilities, the Uni.lu Accommodation assigns rooms.

Choice of the residence

We will take into account the type of accommodation you prefer, but in order to house all students under this scheme we cannot guarantee that your preferences will be met;

Please note - It is not always possible to guarantee your choice as some rooms and sites are oversubscribed. If this is the case, we will try to allocate the best accommodation available to meet your preference.

Information about the lease

- The rental unit is **the month**
- The lease starts on the **1st or the 16th of the month**

Type of accommodation

- Furnished single room, private bathroom, common kitchen:
 - average surface: **19 m²**;
 - average monthly rent: **455 €**,
- Furnished single studio apartment:
 - average surface: **24 m²**;
 - average monthly rent: **695 €**
- Furnished double studio apartment (only for couple):
 - average surface: **35 m²**;
 - average monthly rent: **1050 €**
- Furnished two rooms apartment :
 - average surface: **44 m²**
 - average monthly rent: **1120 €**

Residences

Belval Campus

Résidence UNI-VAL I – rooms:

https://wwwen.uni.lu/students/accommodation/belvaux/residence_uni_val_i_room

Résidence UNI-VAL I – studio/double studio :

https://wwwen.uni.lu/students/accommodation/belvaux/residence_uni_val_i_studio_apartment

Esch-sur-Alzette

Maison Südgas:

https://wwwen.uni.lu/students/accommodation/esch_sur_alzette/maison_sudgaz

Résidence Le Parc du Canal – Maison A:

https://wwwen.uni.lu/students/accommodation/esch_sur_alzette/residence_le_parc_du_canal_maison_a

Résidence Le Parc du Canal – Maison B:

https://wwwen.uni.lu/students/accommodation/esch_sur_alzette/residence_le_parc_du_canal_maison_b

Résidence Le Parc du Canal – Maison C:

https://wwwen.uni.lu/students/accommodation/esch_sur_alzette/residence_le_parc_du_canal_maison_c



Confirmation of the room reservation

- To **confirm the room reservation**, you have to pay the guarantee deposit which is equal to **one month's rent**.
- You can pay the deposit by bank transfer or by card.
 - Bank transfer: you have to pay the deposit within 15 days. You can find **the bank account number of the University of Luxembourg** on the **room reservation** which you have received by e-mail.
If **after 15 days**, we have not received your payment **the reservation will be canceled**.
 - Card: You have the possibility to pay the deposit by card in our office when you are in Luxembourg. Please inform us by e-mail (seve.logement@uni.lu).

Subscription of a home insurance

You must take out "**home insurance**" for your university accommodation.

The « home insurance » must cover **the following risks**:

- **Personal and tenant's liability**,
- **Furniture: € 5 000 minimum**,
- **Building and contents**:
 - Flooding/water damage: damage caused by the action of water originating in or communicated by real property or its contents.
 - Fire, explosion: personal injury and/or property damage caused by fire, a blaze, an explosion or smoke resulting from fire or a blaze, originating in or communicated by real property or its contents: damage to property caused by the action of water, fire, a blaze, an explosion or smoke resulting from a fire or blaze caused to the rented building.

The University of Luxembourg also offers a **multi-risk home insurance ALLIA**.

Subscription period

The multi-risk home insurance is subscribed **for one year**, from September to September.
The annual purchase payment amounts € 60 regardless on the date on which the insurance has been subscribed for an accommodation with a size which is equal to or less than 25 m2.

Annual purchase payment

The annual purchase payment depends on **the size of the accommodation**:

Size	Furniture	Annual purchase payment
equal or less than 25 m2	€ 5000	€ 60
equal or less than 40 m2	€ 6000	€ 75
equal or less than 50 m2	€ 7000	€ 85
equal or less than 60 m2	€ 8000	€ 93

When?

Payment for this insurance package will be made in a lump sum at the start of each lease or extension of lease.

Procedure

Please fill in and sign the **multi-risk home insurance request** which you can find in our website:

www.uni.lu/Student/Accommodation - rubric « Administrative procedure – Subscription of a multi-risk home insurance”

http://wwwen.uni.lu/students/accommodation/administrative_procedure/subscription_of_a_home_insurance/multi_risk_home_insurance_allia/subscription

Please send it us:

- **By post:** University of Luxembourg – Uni.lu Accommodation
Maison du Savoir - 2, Avenue de l'Université - L-4365 Esch-sur-Alzette
- **By e-mail:** seve.logement@uni.lu

You can pay the purchase payment **by bank transfer** or **by card** in Uni.lu Accommodation office.

Payment by bank transfer

You will be emailed the information needed to pay the purchase payment by bank transfer. You will receive an email confirmation of payment of your purchase payment.

Payment by card

To pay the purchase payment, go to SEVE Accommodation with your application slip filled in and signed on the date when your lease is due to start as shown on the accommodation reservation form. Pay the purchase payment using your credit card.

Signature of the lease and key

The lease may be signed and the keys handed on two conditions:

- You have confirmed the reservation of the room by paying the guarantee deposit;
- You have provided Uni.lu Accommodation with a certificate of your home insurance.

You can go to Uni.lu Accommodation to sign the lease and to get the keys as of the starting date of the lease indicated in the reservation.

For organizational reasons, you can move in the accommodation in beginning at 02.00 PM.

Uni.lu Accommodation offices are closed during week-ends and public holidays.

Uni.lu Accommodation sends each new tenant an e-mail informing him/her about the possible moving dates in the residence.

Uni.lu Accommodation

Opening hours: **Monday to Friday, from 09.00 AM to 12.00 noon & from 01.30PM to 04.00 PM**

University of Luxembourg

Maison du Savoir - Campus Belval

Office MSA, E05 0525-110

2, Avenue de l'Université

L-4365 Esch-sur-Alzette



Useful information about accommodation

Information about the lease

- The rental unit is the month
- The lease starts on the 1st or the 16th of the month

If the lease begins on the **1st of the month**, it will expire **at the end of the month (28, 29, 30, 31)**.

If the lease begins on the **16th of the month**, it will expire **on the 15th of the next month**.

If you decide to leave the accommodation before the official expiry date of the lease, you have to pay the whole rent and we will not refund a part of the rent.

- The contract cannot be terminated before the end of **two full months**.

The tenant may terminate the contract by serving notice of his decision by post **at least one month in advance**.

If the lease begins on the **1st of the month**, you can terminate it **only on the end of the month (28, 29, 30, 31)**.

If the lease begins on the **16th of the month**, you can terminate it **only on the 15th of the next month**.

Room equipment

In the residence halls, students have **individual accommodation**.

Each room is in principle **equipped** with:

- a bed (90 X 200);
- a mattress;
- a desk;
- a desk chair;
- a wardrobe;
- a set of shelves.

Furthermore, the rental of a room entitles students to the **following services** at no extra charge:

- Common or private kitchen facilities;
- Conference or recreation rooms;
- Utilities (water, gas, heating and electricity);
- Telephone;
- Internet Connection (WiFi or with Ethernet cable);
- Cleaning services for the common areas;
- Vacuum cleaner;
- Microwave oven;
- The voltage in the room is 230 V.

Uni.lu Accommodation does **not provide**:

- **Linen** (sheets, blanket, pillow, pillow case, towels);
- **Ethernet cable** for residence halls that have a cable connection;
- **Cooking utensils** (dishes, cutlery, pots, kitchen utensils);
- **Iron**.

Useful links:

Mobility in Luxembourg: www.mobiliteit.lu

Youth hostel in Luxembourg: www.youthhostels.lu

Public holidays in 2017:

Sunday 1 st January	New Year's Day
Monday 17 th April	Easter Monday
Monday 1 st May	Labour Day
Thursday 25 th May	Ascension Day
Monday 5 th June	Whitsun Monday
Friday 23 rd June	National Holiday
Tuesday 15 th August	Assumption Day
Wednesday 1 st November	All Saints' Day
Monday 25 th December	Christmas Day
Tuesday 26 th December	Boxing Day