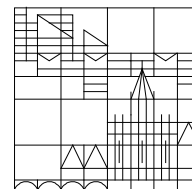


**To the
University of Konstanz
Guest House Administration/Facility Management**



Apartment / Room assignment request for visiting scientists

I. About the visiting scientist:		
Last name	First name	Academic degree
Home country	City	Address
Phone	Fax	Email
Scholarship / grant from:		
Total amount of people coming	Adults:	Children Children's ages
If the married couple uses different surnames	Ms / Mr:	Children's names:
Duration of the rental period:	Start:	End:
Gender of the guest	Male/Female	Language: German <input type="checkbox"/> English <input type="checkbox"/>
II. Contact person at the University of Konstanz:		
Last name, first name		Department
Phone		Email
III. Contact information for the visiting scientist at the university		
Room	Phone number	Email

Please note: In addition to paying monthly rent, payment of a **security deposit** in the amount of 250 € is required. It will be refunded after the guest's departure and the final inspection of the apartment. Please direct questions to: gaestehaeuser@uni-konstanz.de

Cancellation policy Cancellation or reservation change requests received more than 2 months before the start of the rental period are exempt from cancellation fees. For cancellations or reservation change requests received less than 2 months before the start of the rental period, a cancellation fee in the amount of 2 months' rent (less if a shorter period has been booked) will be charged.

By signing this document, you confirm the accuracy of your entries above and accept the aforementioned terms and conditions:

Date, Signature