Dear parliamentarians and fellow students,

*Taking over the office and organization:*
On 17.12.2015 took the charge of the office and did all initial organization including filling the forms, getting e-mail address made, getting keys etc. Organized office hours, designed the budget which would be needed for whole year, did planning of some activities for whole year, wrote different texts for MASTA and AStA website, attended photo session for AStA pictures.

*Office hours:*
Sitting 7 hours a week in office to facilitate students.

*Solving problems and meetings:*
During office hours many international and German students came with various problems. Tried solving them, and still in process of solving some big ones.
Some German students needed co-ordination with international students from specific countries as part of their study project. Some international students came up with problems of their health insurance, some had different problems with visa, financial problems also and problems with matriculation and other stuff including complaints of racism. I held many meetings with university administration and other organizations to solve these problems.

*Represented AStA to new students:*
On 06.01.2016 a batch of new international students came. Represented AStA there, by giving a presentation about services provided by AStA and its functions.

*Accommodation problem:*
As the students are increasing every semester, this semester a huge problem of lack of accommodation for new students has come up. I have already created some Facebook groups for sharing accommodations which are functioning very actively (moderating them regularly). Moreover, a change in law a few months ago, that the first registration of an international student now would be done with a contract (before we could make students settle anywhere and contract wasn’t needed). This is a big problem, as how to get so many accommodations with contracts. Trying to work on it engaging different organizations.

*Helpline for international students:*
Already made a facebook group "Helpline – International students of Uni Paderborn" where international students could write down the problems 24x7 in cases of emergencies.

*Co-ordination:*
Already started to co-ordinate between AStA and BAS, RaSt, international office and other international organizations for various stuff.

With Best Regards

Azharuddin Kazi