



University of Stuttgart

WELCOME GUIDE

for international students
2019 / 2020

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University of Stuttgart
International Office

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Welcome to Stuttgart

Dear student

Your studies abroad begin – an exciting and challenging time! You surely have a thousand questions going through your mind ...

Start by reading this brochure, visit our information sessions and then tackle the formalities one by one with the help of our checklist. Soon you will find your way around on campus, make new friends, and explore Stuttgart and surroundings with pleasure. If you have any difficulties during your stay please do not hesitate to contact us.

Together we will find a way!

We wish you a pleasant and rewarding stay in Stuttgart!

Your International Office at the IZ

Please note:

Some information given in this brochure are only valid for certain groups of students and will be marked by !

Especially pay attention to the distinction between:

- **Degree students** aiming to complete a degree at the University of Stuttgart (for Bachelor's, Master's and Double Master's students)
- **TestDaF students** attending the German course for study preparation
- **Exchange students** staying in Stuttgart for one or two semesters within a special program, e.g. Erasmus students from our EU partner universities and from partner countries, Erasmus Mundus students or overseas students from our non-EU partner universities.



Assistance and counseling

● International Office at the IZ

(Dezernat Internationales im Internationalen Zentrum)

Internationales Zentrum (IZ), Vaihingen campus, Pfaffenwaldring 60, 70569 Stuttgart
www.student.uni-stuttgart.de/en/counseling/international/

International Student Services

- Floor 1, Tel. 0711 685-68566, e-mail: incoming@ia.uni-stuttgart.de
- Office hours: Mon–Fri 10 am–12 pm, Mon & Wed 1:30 pm–4 pm

Services:

- First point of contact for support upon arrival
- Advice regarding visa affairs (entrance visa, residence permit)
- Information and advice concerning studies and life in Stuttgart
- Leisure programs
- Cooperation with international student organisations
- Financial aid/scholarships for degree students
- Information on health insurance
- Confirmation of academic performance for exchange students from overseas

Contact persons for degree students:

Ms. Anu Dohna, room 1.033

Tel. 0711 685-68608, e-mail: dohna@ia.uni-stuttgart.de

- Degree students and TestDaF students

Ms. Marion Hanssen, room 1.033

Tel. 0711 685-68552, e-mail: hanssen@ia.uni-stuttgart.de

- Degree students and TestDaF students

Ms. Katja Jenkner, room 1.038

Tel. 0711 685-68546, e-mail: jenkner@ia.uni-stuttgart.de

- International Master's programs
- PhD students and DAAD scholarship holders

Ms. Svenja Wübker, room 1.039

Tel. 0711 685-68570, e-mail: wuebker@ia.uni-stuttgart.de

- International Master's programs
- International Double Master's students





Contact persons for exchange students (non-degree + Erasmus Mundus):

Ms. Bernadette Burger, room 1.035

Tel. 0711 685-68547, e-mail: burger@ia.uni-stuttgart.de

- Head of department
- Erasmus Mundus students

Ms. Fabienne Schopf, room 1.031

Tel. 0711 685-68556, e-mail: schopf@ia.uni-stuttgart.de

- buddy program ready.study.stuttgart
- Erasmus students

Ms. Rebecca Schwenger, room 1.037

Tel. 0711 685-68571, e-mail: schwenger@ia.uni-stuttgart.de

- Exchange students from overseas
(Africa, America, Asia, Australia, Non-EU-countries outside the Erasmus Worldwide program)

Ms. Anna Weiß, room 1.025

Tel. 0711 685-68545, e-mail: weiss@ia.uni-stuttgart.de

- Erasmus students
- international Double Master's students



Intercultural Training / German courses (IU)

The Department of Intercultural Training / German courses (*Interkultureller Unterricht*) of the International Office organizes German language courses for certain groups of international students.

www.uni-stuttgart.de/en/study/international/german-courses/

Secretariat floor 0, room 0.008, Tel. 0711 685-68585

Office hours: Mon, Tue, Thu 10 am–12 pm,

e-mail: german.courses@ia.uni-stuttgart.de

Services:

- Preparatory German courses (TestDaF for degree students)
- Information about the examination TestDaF
- Organisation of short-term language programs for exchange students (winter/summer university, etc.)
- Intensive and extensive German courses for students in international study programs and exchange programs

Contact persons:

Dr. Olaf Moritz, room 0.004

Tel. 0711 685-68562, e-mail: moritz@ia.uni-stuttgart.de

Office hours: Mon–Fri 10 am–12 am, Mon 1 pm–2 pm

- Head of department
- German courses (TestDaF)
- Information for TestDaF examinations

Mr. Francesco Cucinotta, room 0.008

Tel. 0711 685-68565, e-mail: cucinotta@ia.uni-stuttgart.de

Office hours: Tue 10:30 am–12 pm, 2 pm–3:30 pm

- Erasmus students
- Exchange students from overseas
- Erasmus Mundus students
- Double Master's students

Dr. Karin Herrmann, room 0.010

Tel. 0711 685-68564, e-mail: herrmann@ia.uni-stuttgart.de

Office hours: Tue 10 am–12 pm

- International Master's programs

Intercultural Mentoring Program

During their studies in Germany, international degree students (mentees) are supported by a student in a higher semester (mentor).

www.student.uni-stuttgart.de/en/counseling/international/mentoring/

Floor U, room 0.018, Tel. 0711 685-68555

Office hours: Mon–Thu 9 am–12:30 pm and 1:30 pm–3:30 pm

Services:

- Support with the organisation of studies and with academic questions
- Free courses on different subjects offered by student tutors
- Information about German culture and leisure activity program, e.g. excursions, sport activities and parties.

Contact persons:

Ms. Sarah Walz, Tel. 0711 685-68666

Ms. Claudia Schubert, Tel. 0711 685-68555

e-mail: mentoring@ia.uni-stuttgart.de, floor U, room 0.018





● Admissions Office for Foreign Citizens and EU Citizens at the House of Students

(Studiensekretariat für Ausländer/innen und EU-Bürger/innen im Haus der Studierenden)

Haus der Studierenden, Pfaffenwaldring 5c, 1st floor, room 1.026–1.027

Office hours: Mon, Wed 1:30 pm–3:30 pm, Tue, Thu, Fri 9 am–12 pm

www.uni-stuttgart.de/en/study/application/admissions-office/

Telephone consultation hours: Mon, Wed 11 am–12 am, Tue, Thu 1:30 pm–2:30 pm

Tel. 0711 685-83628, e-mail: admissionsoffice@uni-stuttgart.de

Services:

- All study-related formalities (admission, enrollment, re-enrollment, exmatriculation)

Contact persons:

Ms. Gulnara Häckel, Tel. 0711 685-83607

- Baltic states (Estonia, Latvia, Lithuania)
- Armenia, Azerbaijan, Georgia
- Kazakhstan, Kyrgyzstan, Moldova, Tajikistan, Turkmenistan, Uzbekistan
- Belarus, Russia, Ukraine
- Mongolia
- North and South America
- **Exchange students** (all countries)

Ms. Helga Reinhardt, Tel. 0711 685-82280

- Denmark, Finland, Norway and Sweden
- Poland, Slovakia, Czech Republic, Hungary
- Balkan (Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Macedonia, Montenegro, Romania, Serbia, Slovenia)
- Spain and Portugal
- Africa
- Australia

Mr. Stefan Schittenhelm, Tel. 0711 685-83606

- Belgium, France, Greece, Great Britain, Ireland, Iceland, Italy, Luxembourg, Malta, Netherlands, Austria, Switzerland
- Turkey, Cyprus



- Middle East (India, Pakistan, Iraq, Iran, Israel, Jordan, Lebanon, Palestine, Syria)

Ms. Sara Morais Teixeira, Tel. 0711 685-82800

- Eastern Asia (China, Japan, Vietnam, Thailand, Korea)

● Servicepoint Stadtmitte

Common branch office of the International Office, the Admissions Office, the Examination Office and Student Counseling Office (ZSB) on the city center campus, Geschwister-Scholl-Str. 24c, ground floor, 70174 Stuttgart.

Office hours: Tue and Thu 2 pm–3:30 pm

Tel. 0711 685-83073

● Information for students with disabilities

The University of Stuttgart supports students with disabilities or chronic illness. They can e.g. claim an extended examination period or certain forms of examinations and use specific workstations in the library. For further information please refer to:

Commissioner at the University of Stuttgart:

- **Ms. Sigrid Eicken**, e-mail: studium-mit-handicap@uni-stuttgart.de
Tel. 0711 68582531, www.uni-stuttgart.de/en/study/counseling/disability

Contact person at the *Studierendenwerk Stuttgart*:

- **Mr. Ronald Friedrich**, e-mail: sozialberatung@sw-stuttgart.de
Tel. 0711 9574-463,
www.studierendenwerk-stuttgart.de/en/counselling/studying-with-a-disability/

● Legal advice

On behalf of the Student Services (*Studierendenwerk Stuttgart*), **Mr. Tobias Grösche**, a lawyer, offers first legal advice for students free of charge. Appointments by phone or e-mail only: Tel. 0711 9574-410, e-mail: rechtsberatung@sw-stuttgart.de





Important emergency numbers

Police: 110 **Fire Department:** 112 **Ambulance:** 112

These numbers can be **called free of charge** from all phones.

Emergency Medical Service in Stuttgart at the Marienhospital Stuttgart

Mon–Thu 7 pm–1 am, Fri 2 pm–1 am, Sat, Sun and holidays 7 am–1 am

Böheimstr. 37, 70199 Stuttgart Tel. 0711 6489-0

Police station

- *Revier* Vaihingen/Möhringen/Degerloch (24 h)
Balinger Str. 31, 70567 Stuttgart-Möhringen Tel. 0711 8990-3400
- *Polizeiposten* Vaihingen
Robert-Leicht-Str. 15, 70563 Stuttgart-Vaihingen Tel. 0711 8990-4460
- *Polizeirevier Innenstadt* (24 h)
Theodor-Heuss-Str. 11, 70173 Stuttgart Tel. 0711 8990-3100
- *Polizeiposten Hauptbahnhof* (24 h)
Arnulf-Klett-Passage 41, 70173 Stuttgart Tel. 0711 8990-4230

Security service (campus Vaihingen and Möhringen)

Patrolling the student dorms during the night, can be called on account of disturbances of peace.

Tel. 07032 99 20 25

Loss of EC card or credit card

To freeze your EC card or credit card (24 h) call

Tel. 116 116

Lost property department of Stuttgart

Hauptstätterstr. 66, 70178 Stuttgart

e-mail: fundsachenstelle@stuttgart.de

Mon–Fri 8:30 am–1 pm and Thu 2 pm–6 pm

Tel. 0711 216-89494

Lost property department of SSB Stuttgarter Straßenbahnen

For items lost in the U-Bahn or at U-Bahn stops:

Schöttlestr. 2, 70567 Stuttgart

Tue–Fri 9 am–12:45 pm, Mon, Thu 2 pm–6 pm

Tel. 0711 7885-3333

Lost property department of DB Deutsche Bahn and S-Bahn

DB *Fundservice*

e-mail: fundbuero.dbag@bahn.de

Mon–Fri 8 am–6 pm, Sat–Sun 10 am–6 pm

Tel. 0711 2092-2447

Lost property within the University of Stuttgart

Campus city centre: Keplerstr. 11, 70174 Stuttgart

e-mail: zentralerservice-m@verwaltung.uni-stuttgart.de Tel. 0711 685-84000

Campus Vaihingen: Pfaffenwaldring 55, 70569 Stuttgart

e-mail: zentralerservice-v@verwaltung.uni-stuttgart.de Tel. 0711 685-64000

Loss or theft of your passport

Should your passport have been lost or stolen, you must report it to the Foreign Registration Office. They will issue a temporary residence permit (*Fiktionsbescheinigung*) and a form with which you must apply for a new passport at the embassy or consulate of your home country in Germany. Should your passport have been stolen you also have to report to the police.

Loss or theft of your student ID card

If you lose your student ID card you need to have it deactivated as soon as possible by the Admissions Office. In order to block it and get a new one you will be charged EUR 10 and you will need to supply a new passport photo.

Please note:

In case you are in trouble, please contact the IZ immediately!

The following checklist makes your start in Stuttgart much easier. Please be sure to take the following steps in the order given below. This will save yourself time, money and frustration.

1 Accommodation/deposit

Student housing

Students who have received their moving-in letter with a room offer (*Einzugs-schreiben*) from *Studierendenwerk Stuttgart* (Student Services) need to accomplish several steps upon arrival. Please consider the different procedure for **exchange students** and participants of our international Master's programs.

All international students – except for international program and exchange students:

- Go to the caretaker's office (*Hausmeisterbüro*, address see your moving-in letter) to receive your dorm key – prerequisite: you have transferred your deposit of EUR 400 and e-mailed your signed tenancy agreement to *Studierendenwerk Stuttgart* by the deadline given in your moving-in letter
- As proof of your identity please present your passport and a copy of your tenancy agreement

Exchange students from overseas, participants of our Double Master's and international Master's programs:

- Go to the caretaker's office (*Hausmeisterbüro*, address see moving-in letter) and receive your dorm key – prerequisite: you have transferred your deposit of EUR 700 (including a rental share of EUR 300) to *Studierendenwerk Stuttgart* by the deadline given in your moving-in letter. The *Hausmeister* will provide your tenancy agreement on-site which you have to sign.
- As proof of your identity please present your passport and a copy of your tenancy agreement

How to pay your rent (applicable to **all** international students)

- As soon as you have opened your bank account in Germany please fill in your SEPA direct debit authorization (*SEPA-Lastschrift*) and hand it in to the caretaker's office. You should have received the SEPA form together with your tenancy agreement. Otherwise you can ask the responsible clerk at *Studierendenwerk Stuttgart* (for e-mail address see tenancy agreement) to send you a new one.
- With the SEPA authorization your monthly rent can be debited automatically from your bank account.

If you are an **exchange student** from overseas you have the opportunity to purchase **bed linen** and coverlets from the *Hausmeister* of your student dorm for EUR 50 (no availability guaranteed). This payment is withdrawn automatically from your bank account along with the first payment of rent. For **participants of the international Master's programs** bed linen and coverlets are already included in the room rent.

If you would like to authorize someone else to pick up your **dorm key**, this person will need the authorization form you have received from *Studierendenwerk Stuttgart* together with your moving-in letter. Please fill in this form. E-mail it together with a copy of your signed tenancy agreement to the authorized person.

Please note that booking rooms for couples or **families** is **not possible**.

Important:

- In all student dormitories you can only move into your room during the office hours of the respective *Hausmeister*! Regular office hours are listed on page 27.
- On the moving-in days, the *Hausmeister* offices in Vaihingen have extended office hours. You can find the exact times in your moving-in letter from the *Studierendenwerk* (*Einzugsschreiben*).
- You can move into your dorm room only from Monday to Friday. Should the first day of your moving-in month be on a weekend, you can move in on the first following working day.

Please **check** the **moving-out date** in your tenancy agreement. If it is incorrect, please contact the *Studierendenwerk Stuttgart* (see page 27 for the address) or the IZ (exchange students) immediately.





Private accommodation

If you live in a private accommodation, you will also have to sign a tenancy agreement or pay a deposit. Please check with your landlord. In order to register with the residents' registration office, your landlord has to fill in an extra registration form for you (*Wohnungsgeber-Bescheinigung*).

If you need to look for private accommodation you can check our information on page 29 or on our homepage:

www.uni-stuttgart.de/en/study/living-in-stuttgart/housing

2 Health insurance

By the time of enrollment all students are required to show proof of health insurance. Please consider the different requirements for EU and non-EU citizens.

For the request of a health insurance you need:

- To be accepted (*Zulassungsbescheid*) as a Bachelor's, Master's or **exchange student**
- A passport sized photo (for your health insurance card)
- Your IBAN, only from German bank accounts (can be provided later)

Health insurance for citizens from non-EU countries

Non-EU students **under the age of 30** have to purchase a mandatory student health insurance at a state health insurance provider. This insurance costs about EUR 110 per month and covers most medical and dental cost including hospital treatment. An advantage of this insurance is that the cost of treatment is carried out directly between the doctor and the insurance company. For prescriptions you will have to pay a fee between EUR 5 and EUR 10 at the pharmacy.

All students under 30 years who have already obtained private health insurance through their scholarship program (e. g. **Erasmus Mundus students**) must get an exemption from the obligation to have mandatory student health insurance from any of the state health insurance providers. The exemption has to be presented by the time of enrollment and for applying for the residence permit.

Please note:

The student health insurance only takes effect **while enrolled at the university** (at the earliest from October 1 or April 1, when the semester starts).

All non-EU students **over 30 years of age** must take out a private health insurance. For further information please contact the IZ.

Health insurance for EU citizens

As an EU citizen you are required to bring an **European Health Insurance Card (EHIC)** from your insurance provider in your home country. You will need an electronical copy (scan) of this **EHIC**. In order to enroll, you will have to upload it to the application platform **C@MPUS** after your arrival. Please make sure to always carry the original card with you. You will receive necessary medical treatment at a doctor, dentist or in hospital with your EHIC. For prescriptions you will have to pay a fee between EUR 5 and EUR 10 at the pharmacy. If you do not have the EHIC Card, you are required to take out a student health insurance.

Please note:

EU nationals who take on a mini-job, a work-student job, or a paid internship during their studies must take out a **compulsory German health insurance**.

Special rules and exceptions

All those students from countries that have a **social security agreement** (*Sozialversicherungsabkommen*) with the EU (like Turkey, Bosnia and Serbia) need to present a copy of their current health insurance to a German state health insurance provider (e. g. AOK, TK). Then they will receive an exemption from the obligation to have mandatory student health insurance (*Befreiungsbescheinigung*), which is required for the enrollment.

The A/T 11 Social Security Agreement applies to both exchange and degree-seeking students. Please contact your health insurance provider in your home country to obtain the necessary form. It is important that the document is valid for the entire duration of your stay at the University of Stuttgart. One must submit this document to a German health insurance company in order to obtain the exemption confirmation.

Travelling outside of Germany

If you plan to travel outside Germany we recommend that you take out a travel health insurance for a fee of about EUR 15 (available at most banks or health insurance companies).

**Addresses of state health insurance providers:**

- **AOK Stuttgart City-Geschäftsstelle**, Kronenstr. 22
Office hours: Mon–Fri 9:30 am–6 pm Tel. 07031 2610030
- **AOK Stuttgart in Vaihingen**, Am Vaihinger Markt 31
Office hours: Mon–Wed 8:30 am–5 pm
Thu 8:30 am–6 pm, Fri 8:30 am–4 pm Tel. 07031 2610030
- **AOK Campus Vaihingen**, Mensa II, Pfaffenwaldring 45
Office hours: Mon–Fri 10 am–4 pm Tel. 07031 2610030
- **Barmer GEK Vaihingen**, Liebknecht-Str. 29
Office hours: Mon–Thu 9 am–4 pm, Fr 9 am–1 pm Tel. 0800 333 10 10
- **DAK Stuttgart**, Königstr. 21
Office hours: Mon–Wed 8 am–4 pm
Thu 8 am–5 pm, Fri 8:30 am–1 pm Tel. 0711 3425270
- **DAK Campus Vaihingen**, Mensa II, Pfaffenwaldring 45
Office hours: Mo–Fr 10:30 am–3:30 pm Tel. 0711 3425270
- **TK (Techniker Krankenkasse)**, Lautenschlagerstr. 22
Office hours: Mon–Wed 9 am–4 pm
Thu 9 am–6 pm and Fri 9 am–3 pm Tel. 0151 14534980
- **TK Campus Vaihingen**, Mensa II, Pfaffenwaldring 45
Office hours: Mon 11:15 am–2:15 pm
Daily during the time of enrollment Tel. 0151 14534980
- **TK Campus Stadtmitte**, Mensa I, Holzgartenstr. 11
Office hours: Mon 11:15 am–2:15 pm Tel. 0151 14534980

3 Residence registration*(Anmeldung am Wohnort)*

Everybody staying in Germany for longer than 90 days is required to register with the residents' registration office (*Bürgerbüro*) in their place of residence within fourteen days upon arrival. You will be provided with a confirmation of your registration, the so-called *Meldebestätigung*. You need this document for opening a bank account.

The following documents must be provided:

- Your passport or ID card
- Registration form (*Anmeldung*), filled out and signed, available

at the IZ, from the *Hausmeister*, at any *Bürgerbüro* or online at

www.stuttgart.de/item/show/316163/1/form/912

- Form *Wohnungsgeber-Bescheinigung* = a confirmation that you have moved in signed by your landlady or landlord **or** your moving-in letter (*Einzugsschreiben*) from the *Studierendenwerk*. You can find the document at: www.stuttgart.de/img/mdb/form/6984/112335.pdf

Addresses in Stuttgart:

- **Office of public order – main office** (*Amt für öffentliche Ordnung*)
Residents' registration office city center (*Bürgerbüro Mitte*), **2nd floor**
Eberhardstr. 39 (take U 1 or U 2 or U 4 and get off at *Rathaus*)
Office hours: Mon, Tue, Thu, Fri 8:30 am–1 pm, Tue 2 pm–4 pm, Thu 2 pm–6 pm Tel. 0711 216-93740
- **Residents' registration office Vaihingen**
(*Bürgerbüro Vaihingen*) Rathausplatz 1 Tel. 0711 216-93700
Office hours: Mon, Tue, Thu and Fri 8.30 am–1 pm, Tue 2 pm–4 pm, Thu 2 pm–6 pm
- Addresses of further *Bürgerbüros* you will get at the International Office or online: www.stuttgart.de/buergerbueros

4 Opening a bank account

You must have a German bank account, a so called personal checking account (*Girokonto*), in order to pay bills and participate in the direct debit procedure, which means that the money will be taken out of your account automatically at the right time. The rent of the student dorm as well as your health insurance can only be paid by using the direct debit procedure.

You can open a personal checking account in person at a local bank or at an internet bank (= *Direktbank*). Usually at an internet bank you can open a bank account rather promptly. However, they offer hotline support only. Whereas at a local bank you will have immediate support in person if you experience problems. When opening a bank account at a local bank though, you will usually need an appointment and you may have to wait up to three weeks time. All local banks offer online banking.



Residents' registration office Vaihingen



When opening a bank account, you will need:

- Proof of your residence registration (see page 16)
- Your passport (EU: identity card)
- Letter of admission from the University of Stuttgart in order to get a cheaper bank account designed for students

Usually it is possible to hand in your residence permit and your enrollment certificate of the university at a later point.

Examples (no recommendations!) for internet banks (solely online banking):

- Comdirect, www.comdirect.de
- DKB, www.dkb.de
- ING, www.ing-diba.de
- Norisbank, www.norisbank.de
- N26, <https://n26.com/de-de>

Examples (no recommendations!) of big local banks, which also have an office in Vaihingen:

- BW-Bank (Sparkassen-Gruppe), www.bw-bank.de
- Commerzbank, www.commerzbank.de
- Deutsche Bank, www.db.com
- Postbank, www.postbank.de
- Volksbank-Raiffeisenbank, www.vr.de

Upon opening a checking account, you can order a bank card with which you can withdraw cash without charge 24/7 from any of your bank's ATM.

Attention! When withdrawing cash from a bank other than yours you may be charged extra fees! Please inform yourself when opening a bank account which cash machines you can use and how many times you can take out money for free.

Do you have a blocked account?

Please follow the instructions given by your bank. Additionally, we recommend that you open a regular personal checking account that has no limitations. You may transfer the maximum monthly amount from your blocked account by standing order to your regular checking account. Then you will be able to carry out transfers and authorize the *Studierendenwerk Stuttgart* to withdraw your monthly rent. Fill out the SEPA direct debit authorization form (*SEPA Lastschrift obtained*

by the Hausmeister) for the **payment of your rent**. Please hand it in to the *Hausmeister* of your dormitory as soon as possible.

Do you already have a bank account within a European country?

We still recommend that you open a German bank account. Only if you definitely do not need to use the direct debit procedure (see above) and you are in Germany for only a short time, it might not be necessary to open a bank account.

5 Residence permit

(*Aufenthaltserlaubnis eAT*)

As a rule, non-EU citizens have to apply for a **residence permit**. The document is called **eAT** (*elektronischer Aufenthaltstitel* = electronic residence permit). We strongly recommend that you **apply for your eAT within the first two weeks** of your arrival. The production of your eAT takes about four weeks. When applying for your eAT, the residents' registration office will let you know when you can pick it up. The eAT usually consists of a chip card and the supplementary sheet.

Important:

There are important data of your chip card on the supplementary sheet, e.g. the temporary residence permit. We recommend that you always carry this supplementary sheet with you.

Prerequisite for the enrollment at the university is your residence permit (eAT). However, your eAT is not available by the time of enrollment. Thus the foreign registration office in Stuttgart provides you with a **preliminary confirmation of an authorized residence permit** (*Vorläufige Bescheinigung über einen bewilligten Aufenthaltstitel*) after you have applied for your eAT.

In the following a distinction is made between **non-EU citizens** who do not require an entrance visa for Germany and non-EU citizens who require an entrance visa.

Non-EU citizens who require an entrance visa

Students from countries for which an entrance visa is required must have a student applicant visa or a student visa which has been issued by the German embassy in their home country.



If your visa does not cover the whole period of your stay, you need to apply for a residence permit (eAT) at the **foreign registration office** *Ausländerbehörde* of your place of residence **upon arrival**. In Stuttgart this is located in Eberhardstr. 39, 1st floor. Address see page 17. You need an appointment which you can arrange online: <https://stuttgart.de/item/show/318412/1>. Required documents see below.



Exception for **exchange students**: If your visa covers the whole period of your stay you do not need to apply for a residence permit (eAT).

Non-EU students who do not require an entrance visa

Citizens from, for example, Australia, Brazil, Canada, Japan, South Korea and the USA may enter Germany without a visa. However, you have to apply for a residence permit (eAT) at your place of residence upon arrival. In Stuttgart you are required to arrange an appointment with the foreign registration office online: <https://stuttgart.de/item/show/318412/1>

The following documents must be provided for the foreign registration office:

- Completed and signed eAT application form
- Your passport
- One biometrical photo (see page 21)
- Letter of admission (*Zulassungsbescheid*) from the University of Stuttgart
- Proof of sufficient funds (minimum EUR 853 per month) e.g. a bank statement from a German account or a letter of award from a scholarship organisation
- Health insurance certificate (*Versicherungsbescheinigung*) from a German health insurance provider
- **EUR 100** handling charge – **exchange students** need a written confirmation issued by the International Office for a waiver



Address in Stuttgart:

- **Foreign registration office** (*Ausländerbehörde*), **1st floor**
Eberhardstr. 39 (take U1 or U2 or U4 and get off at *Rathaus*)
Office hours: Mon, Tue, Wed, 8:30 am–1 pm,
Thu 1 pm–6 pm, Fri 8:30 am–12 pm Tel. 0711 216-91857 or -91856

Please note:

If you wish to leave Germany temporarily, make sure that your passport and residence permit are still valid for the duration of your stay abroad and allow you to re-enter the country. **Re-entry** is not possible upon stays abroad lasting **longer than six months**. We strongly recommend that you contact the International Office or the foreign registration office, if you wish to leave Germany for more than just a few weeks.

Biometrical photos are special photos required by the foreign registration office and must be taken by a photographer. Ask for addresses of photographic shops at the IZ. Ordinary passport photos do not fulfil the criteria of biometrical photos. Further information: www.student.uni-stuttgart.de/studienbeginn/document/Requirements_for_biometrical_passport_pictures.pdf

Work permit

Students who are citizens of EU countries can work a maximum of 20 hours per week in accordance with the applicable laws for German students. Students with other nationalities may only work under certain conditions. For further information and on how to find a job, please refer to page 43.

TestDaF students from non-EU countries attending the German course for study preparation are **not allowed** to work during the course.



6 Registration at the university (*Einschreibung*)

Please follow our guidelines for a successful enrollment:
www.student.uni-stuttgart.de/en/startingout/enrollment

Make sure to have the following documents as pdf at hand: letter of admission, proof of health insurance, passport sized photograph, visa for the whole period of your study stay, your eAT or a preliminary confirmation of an authorized residence permit (students from non-EU countries only), APS certificate (students from China, Mongolia and Vietnam only).

Once you have got all documents, please log into your account at www.campus.uni-stuttgart.de and open your application:



- Fill in the blank fields in the application form for enrollment with your data, add your health insurance data
- Upload your passport photo and the other specified documents
- Transfer your semester contribution of approx EUR 190 and – if required – your tuition fee of EUR 1.500 per semester – you can find the exact amount in your letter of admission
Exception: **Exchange students** have to pay a reduced semester contribution of approx. EUR 120. They are exempt from paying the tuition fee.

Please note:

In addition to the semester contribution **TestDaF students** are charged a course fee for the TestDaF classes. The enrollment will be completed after the course fee has been paid. Further information will be given in class.

Please note:

On C@MPUS you will find payment details for transferring money. Please enter these details onto your transfer slip or online banking form precisely as indicated. Mind the blank spaces!

- Print the application for enrollment and sign it.
- While the Admissions Office is checking your application, you are able to check its status in C@MPUS. Once your payment has been received and your passport photo has been uploaded, you will be able to download the certificate of enrollment from the C@MPUS system.
Please bring your documents in person to the Admissions Office on Vaihingen campus. Please do not hand in documents via postal mail!
Address and opening hours see page 8.

You have to submit the following documents to the Admissions Office:

- Application for enrollment
- Proof of health insurance (copy) or a valid EHIC (European Health Insurance Card) for EU citizens
- Only non-EU citizens: your residence permit, visa or preliminary confirmation of an authorized residence permit (*Vorläufige Bescheinigung über einen bewilligten Aufenthaltstitel*)

Important:

Non-EU citizens who have submitted a **preliminary confirmation of an authorized residence permit** to the Admissions Office will be enrolled at the university for three months.

For your final enrollment you are required to **present your eAT within these three months**. Otherwise you will be exmatriculated!

At the beginning of your studies the **Admissions Office** will provide you with **your student ID card**. It comprises your ECUS (Electronic Card University of Stuttgart) and your semester mark. Your VVS semester badge for public transportation can be downloaded from the internet (see page 24).

Once your enrollment becomes effective you will be able to download the certificate of enrollment from the C@MPUS system. From the second semester onwards, you can download the **semester badge from C@MPUS**. You also will be able to download your enrollment certificates and your semester grades from C@MPUS.

In case you have **technical questions** concerning C@MPUS, please contact: support@campus.uni-stuttgart.de

For information about how to get an **international student ID** please see page 47.

7 Semester and monthly passes for public transportation

Stuttgart has a very good public transportation system. You can travel by *Regionalzüge* (regional trains), *S-Bahn* (commuter trains), *U-Bahn* (subway), or bus. There are several fare zones (*Tarifzonen*) and each zone travelled through requires a fee. An overview of the VVS zones can be found at: www.vvs.de/neuer-vvs-tarif/tarifzoneneinteilung

Please note:

Smartphone users can download the useful **VVS app** which can show you the train connections in Stuttgart and its surrounding area.

**Important:**

In order to use your student card as a **transportation ticket** from Mon–Fri after 6 pm and on weekends/public holidays you will need to print the VVS semester badge from the SSB's website. A detailed guide can be found here: www.student.uni-stuttgart.de/studienorganisation/formalitaeten/studienausweis-ecus/

You need to use public transport all day? Then please remember that you need a **StudiTicket**, see below.

You need a semester or monthly ticket? Then you need a so called *Verbundpass*. Use an order form available at the IZ or in one of the sales offices of the **SSB** (*Stuttgarter Straßenbahnen*) or **VVS** (*Verkehrsverbund Stuttgart*). Fill in the order form and hand it in at one of the sales offices together with a passport photo and an enrollment certificate. Also bring your student ID card. We recommend that you visit one of the sales offices at the **main train station** (Arnulf-Klett-Platz 3), in **Stadtmitte**, or at **Charlottenplatz**. Here, the *Verbundpass* can be issued immediately, otherwise you have to expect a three week delay.

For the *Verbundpass* to be valid, you need to buy a monthly or a semester ticket at any VVS/SSB sales office.

- **Monthly tickets with Verbundpass**

These tickets are valid for a one month period starting any time. The monthly ticket will only be valid for **the zones that you specify**. If you need a monthly ticket for September or March because you participate in the intensive German course at the IZ, you can get a provisional student identity card at the IZ to buy it at student price.

- **The StudiTicket with Verbundpass**

If you pay approximately EUR 210 you can use the whole VVS transportation network without time limits and during the entire semester (Oct. 1 to March 31 or April 1 to Sept. 30). The *StudiTicket* contains a *Verbundpass* (including a passport photo) and a stamp, the so-called *Wertmarke*. It is possible to buy the *StudiTicket* online. For further information and online purchase check: www.vvs.de/studiticketonlinekaufen

- **VVS 14 days trial ticket**

New citizens can travel free of charge in the VVS network for 14 days after their registration at the residents' registration office. This requires a stay of minimum six months and a minimum age of 18. The trial ticket can be downloaded and printed after registration at the residents' registration office via a coupon code. The link to the SSB ticket shop: www.ssb-ag.de/kundeninformation/willkommensgeschenk-fuer-neubuerger/

Night buses operate on weekends. Most depart from *Schlossplatz* at 1:20 am, 2 am, 2:30 am, 3:10 am and 3:40 am in various directions.

The *S-Bahn* operates once an hour on each line in the nights between Friday to Saturday and Saturday to Sunday and before holidays. Please refer to the time table of www.vvs.de

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Personal liability insurance

(*Haftpflichtversicherung*)

Unlike health insurance, personal liability insurance is not compulsory in Germany. However, we strongly recommend that you take out one. This insurance covers damage caused by you to persons or objects (e.g. a rented apartment), sometimes including even the loss of keys. The price ranges from EUR 30 to EUR 80 per year, depending on your family status. You can take out the insurance with a bank, an insurance company or online. Up-to-date price comparisons can be found online (with the search term *Versicherungsvergleich*).



● Temporary accommodation in Stuttgart

If you are not able to immediately move into a student dormitory or private room, we recommend you to stay in a hostel or low-budget hotel.

- **Internationales Studierendenhotel**, Neckarstr. 172, Tel. 0711 414300, e-mail: studi-hotel@sw-stuttgart.de, www.studierendenhotel-stuttgart.de
From the main station take U 9 (*Hedelfingen*) or U 14 (*Mühlhausen*) and get off at *Stöckach*.
- **Jugendherberge Stuttgart International**, Haußmannstr. 27, Tel. 0711 664 74 70, e-mail: info@jugendherberge-stuttgart.de, www.jugendherberge-stuttgart.de
From the main station take U 15 (direction *Heumaden*), get off at *Eugensplatz*.
- **Jugendherberge Stuttgart Neckarpark**, Elwertstr. 2, Bad Cannstatt, Tel. 0711 664 74 70, e-mail: info@jugendherberge-stuttgart-neckarpark.de, www.jugendherberge-stuttgart-neckarpark.de
Right next to the train station *Bad Cannstatt* (S1, S2, S3)
- **Jugendgästehaus**, Richard-Wagner-Str. 2–4 a, Tel. 0711 24 11 32, e-mail: jgh-stuttgart@ib.de, www.ib-jugendgaestehaus-stuttgart.de
From the main station take U 15 (direction *Heumaden*), get off at *Bubenbad*.
- **Hostel Alex 30**, Alexanderstr. 30, Tel. 0711 83 88 95-0, e-mail: info@alex30-hostel.de, www.alex30-hostel.de
From the main station take U 15 (direction *Sillenbuch/Ruhbank/Heumaden*), get off at *Olgaek*.

● Student housing

Student dormitories are located in Stuttgart downtown, Vaihingen and Möhringen, as well as in Esslingen and Ludwigsburg. They are managed by the Student Services (*Studierendenwerk Stuttgart*). You can apply online for a dormitory room: www.studierendenwerk-stuttgart.de/onlinebewerbung-wohnen
However, you have to anticipate an unpredictable waiting period from one up to twelve months.

- **Studierendenwerk Stuttgart (head office)**, Rosenbergstr. 18, Tel. 0711 957 44 10
e-mail: info@sw-stuttgart.de, www.studierendenwerk-stuttgart.de
Office hours: Mon–Thu 8 am–4 am, Fri 9 am–12 pm
Branch office Vaihingen: Pfaffenwaldring 50 a
Office hours: Tue, Thu 1 pm–3 pm
Telephone calling hours: Mon, Wed and Thu 9 am–11 am
Telephone numbers: see executive in charge (rental contract)

The following dormitories are located on Vaihingen Campus, please find below the addresses and telephone numbers of their *Hausmeister* offices:

- Allmandring I, bldgs 8 a–12 b: Allmandring 8 e basement Tel. 0711 120-7860
- Allmandring I, bldgs 12 c–18 b: Allmandring 18 d basement Tel. 0711 658-60872
- Allmandring I, Häuser 18 c–22 d: Allmandring 18 d basement Tel. 0711 658-60870
- Allmandring II: Allmandring 24 a Tel. 0711 677-0137
- Allmandring III: Allmandring 26 a Tel. 0711 677-1512
- Pfaffenhof I: Pfaffenwaldring 44 b Tel. 0711 674-2359
- Pfaffenhof II: Pfaffenwaldring 50 a Tel. 0711 120-8381
- Straußäcker I: Pfaffenwaldring 64 a Tel. 0711 120-7923
- Straußäcker II: Universitätsstr. 104 b Tel. 0711 120-8381
- Straußäcker III: Allmandring 3 e Tel. 0711 687-6129

Office hours of the Hausmeister offices in Vaihingen:
Mon–Thu 1:30 pm–2:30 pm, Fri 8 am–9 am

Exception – Pfaffenhof II: Mon, Tue, Thu 7:15 am–7:45 am, Wed 3 pm–3:30 pm
Take S-Bahn 1, 2 or 3, (direction *Flughafen* or *Herrenberg*), get off at *Universität*, take the exit *Universitätszentrum*. Follow the signs to *Studentisches Wohnen*.

The dormitory **Filderbahnplatz** in **Stuttgart-Möhringen** can be reached as follows:

- Filderbahnplatz 31–37 Tel. 0711 67 32 43 04
Take the train U5, U6 or U 12 (direction Möhringen), get off at Möhringen Bahnhof.

The dormitory **In der Au** in **Stuttgart-Untertürkheim** can be reached as follows:

- In der Au 16 Tel. 0711 380 86 54
Office hours: Mon 7:30 am–8:30 am, Thu 3 pm–3:30 pm
Take the S-Bahn 1 (direction *Kirchheim*), get off at *Untertürkheim*.





The dormitory **Rosensteinstraße** in **Stuttgart-Mitte** can be reached as follows:

- Rosensteinstr. 3 Tel. 0711 93384954
Office hours: Mon, Wed 2 pm–3 pm, Fri 7:30 am–8:30 am
Take the train U 12 (direction *Neckargröningen Remseck*), get off at *Milchhof*.

The dormitories **Heilmannstraße** in **Stuttgart-Mitte** can be reached as follows:

- Heilmannstr. 3–7 Tel. 0711 35863548
Office hours: Tue 8 am–9 am, Thu 1:30 pm–2:30 pm
- Heilmannstr. 4 a–4 b Tel. 0711 9335930
Office hours: Mon, Fri 7:30 am–8:30 am, Wed 1:30 pm–2:30 pm
Take the train U 14 (*Remseck*), get off at *Neckartor*.

Internet access in the dormitories

In each dormitory internet access is available in the rooms. To use it, an extra fee of EUR 7 per month is charged by the student association Selfnet e.V. (www.selfnet.de). Selfnet e.V. manages the internet affairs for most dormitories (e.g. Allmandring, Heilmannstraße, Pfaffenhof, Straußäcker, Filderbahnplatz).

If you live in one of the dorms managed by Selfnet e.V. you should **register online** in order to use the internet: <https://registrierung.selfnet.de/>

Tip: Register online from your home country on the same day you are flying to Stuttgart. You are then able to use the internet immediately upon arrival. Of course you can also register at an internet café. You still need to go to one of the Selfnet e.V. offices in person within 14 days after your moving-in date.

Offices of Selfnet e.V.: Allmandring 8 a (basement), Holzgartenstr. 9a (1st basement), Rosenbergstr. 68 (1st basement, across from the elevator), Heilmannstr. 4 b (entrance to the right side) und Filderbahnplatz 35 (basement). Further information and office hours see: www.selfnet.de/support/contact.html

For information on the *Rundfunkbeitrag* which is a **mandatory fee** for receiving internet, TV and radio, see page 30.



● Private accommodation in Stuttgart

It is not easy to find reasonably priced private accommodation in Stuttgart. For information go to: www.uni-stuttgart.de/en/study/living-in-stuttgart/housing

Ads for shared apartments (*Wohngemeinschaften, WGs*), as well as for other **rooms** and **apartments** can be found in the following newspapers and online papers:

- **Stuttgarter Wochenblatt** (or check online) is delivered on Thursday afternoons without charge, but can be purchased Thursday mornings at newspaper stands: www.stuttgarter-wochenblatt.de
- **Stuttgarter Zeitung** and **Stuttgarter Nachrichten** share the same ads section. Ads for apartments are usually printed on Wednesdays and Saturdays. <http://immobilien.stuttgarter-zeitung.de/>

Some important abbreviations in the ads:

- NK** *Nebenkosten* (utilities), usually include: *Heizung* (heat), *Wasser* (water), *Hausmeister* (caretaker), *Müll* (garbage disposal)
- WG** *Wohngemeinschaft* (shared apartment)
- NR** *Nichtraucher* (non-smoking)
- WM** *Warmmiete* (heating included in utilities)
- KM** *Kaltmiete* (additional costs/utilities are not included)

You can also search online for a room in a shared apartment:

On these websites you can find offers but also publish your room hunting.

- www.wg-gesucht.de www.wg-suche.de www.vierwaen.de
- www.studierendenwerk-stuttgart.de/privatzimmervermittlung
- www.immobilienscout24.de

Furnished flats or rooms for a few weeks or months can also be found at: www.stuttgart-tourist.de + keyword *Ferienwohnung*





The most common online portal used by students is: www.wg-gesucht.de

Useful tips for applying for a room via “wg-gesucht.de”:

1. Use the filter function. Consider cities around Stuttgart (Böblingen, Esslingen, Ludwigsburg) or districts of Stuttgart outside of the city center (with the VVS StudiTicket you can use the whole train network system). For the people in the Stuttgart region commuting 30 to 40 min is rather common.
2. Try to apply for new room listings within the first two hours of publishing: it helps, if you use the automatic notification function if there is a new offer fitting to the filter you have set. It is also helpful to download the app.
3. Prepare an application template so you can react quickly! Write about 200 words. If you show that you are the kind of person they are looking for, you are more likely to get the apartment.

Please note:

Not all housing offers in the internet are reliable, **be aware of frauds!**

More information: www.uni-stuttgart.de/studium/leben-in-stuttgart/document/studium-lebeninstuttgart-wohnen-international-Broschuere-Wohnungsbetrug-en.pdf

Moving into a new apartment

Formalities in the case of an address change, even if within the same city, can be found at: www.student.uni-stuttgart.de/en/international/formalities

● **Broadcasting service fee**

(Rundfunkbeitrag)

The **Rundfunkbeitrag** is a **mandatory fee** for receiving the state-funded radio and TV programs and has to be paid **by every household**, including in the student dorms. The fee amounts to EUR 17,50 per month independent of how many family members or flatmates live there. If you share an apartment you must therefore pay only a part of the full fee. You or one of your flatmates must register with the so-called **ARD ZDF Deutschlandradio Beitragsservice**. The non-paying members **have to** inform the agency that their fee has already been collected under the registered person's fee account number but do not personally register! More

information and the registration/deregistration forms which need to be sent online can be found at: www.rundfunkbeitrag.de. Students living in the student dormitory, please also check: www.studierendenwerk-stuttgart.de/wohnen. Scroll to the bottom of the page and download the PDF in the corner on the right hand side.

● Academic departments and campuses of the university

Since the university is divided into the two campuses, in the city centre and in Vaihingen, general facilities such as the dining hall (*Mensa*) and library can be found on both campuses. For information about these facilities see the next pages. An overview on the academic departments and institutes of the university you will find here: www.uni-stuttgart.de/en/university/faculties-institutes
To get to Vaihingen from the city center take the S-Bahn S 1 (direction *Herrenberg*) or the S 2 or S 3 (direction *Vaihingen* or *Flughafen/Filderstadt*). Get off at the stop *Universität*. Take the exit *Universitätszentrum*.

● Academic calendar

Winter semester: October 1–March 31
Classes begin on **Monday, October 14, 2019**
Classes end on **Saturday, February 8, 2020**

Summer semester: April 1–September 30
Classes begin on **Monday, April 6, 2020**
Classes end on **Saturday, July 18, 2020**

Please take note of national and state holidays as well of the automatic summer/winter time changeover by the end of March and October. See also: www.student.uni-stuttgart.de/en/organizing-studies/semester-dates/

Semester break and holidays

(*Vorlesungsfreie Zeit*)

The time between lecture periods is called *vorlesungsfreie Zeit*, but it should not be considered as a holiday period. Examinations, compact courses, and excursions often take place during this period. Many offices of the university are closed or have shorter office hours. Between Christmas Eve (December 24) and Epiphany (January 6), there are no lectures. During the summer semester, there is usually a one week break after Whitsun (in May or June).

If you want to travel or participate in an internship during the *vorlesungsfreie Zeit*, you should check the dates of your exams or deadlines before planning your trips.

● The university course catalog

The courses offered at the University of Stuttgart are described in C@MPUS (www.uni-stuttgart.de/campus/studierende/dokumentation/stundenplanerstellung_de.pdf)

Some study programs in humanities offer an annotated course catalog with detailed course descriptions at: www.student.uni-stuttgart.de/en/organizing-studies/lecture-index as well as module handbooks on the website for the study programs.

● Introductory programs for new students

If you are a degree student, do not miss the **introductory session of your study program**! It usually takes place the first day of the lecture period. The times and dates can be found online: www.student.uni-stuttgart.de/en/startingout/introduction/

An **orientation program for international students** takes place in the week before the lectures start and includes e.g. information sessions in small groups. Please register in person at the IZ.

www.student.uni-stuttgart.de/en/startingout/international/orientation-days

For participants of the intensive German course in March/September the orientation program is included in the course.

● Academic guidance

General academic guidance for **degree students** is offered by the Student Counseling Center (ZSB): www.uni-stuttgart.de/en/study/counseling/zsb/
Subject specific guidance is available in each department by the *Fachstudienberaterin* /*Fachstudienberater* and/or the *Studiengangsmanagerin* /*Studiengangsmanager*: www.uni-stuttgart.de/en/study/counseling/academic-advisors/

The International Office at the IZ organizes academic counseling for **exchange students** from overseas. The students receive detailed information after their arrival in Stuttgart. Erasmus+ students receive academic counselling from their academic Erasmus+ coordinator at the University of Stuttgart. Master's students in international Master's programs obtain course information from their course directors.





● Examinations



Examinations, whether oral or written, usually take place during the lecture free period (*vorlesungsfreie Zeit*). **Degree-seeking students** must register for examinations via C@MPUS. The registrations can be found at www.uni-stuttgart.de/pruefungsamt/termine/anmeldetermine/index.en.html



Please note:

Exchange students need to sign up for an **exam** in C@MPUS. We strongly recommend that you ask your professor for the type (oral or written) and date of the examinations at the very beginning of the classes.

● Examination Office

(Prüfungsamt)

www.uni-stuttgart.de/pruefungsamt/

Vaihingen campus, Pfaffenwaldring 5c, 3. floor,
70569 Stuttgart

Office hours: Mon, Wed 1:30 pm–3:30 pm

Tues, Thu, Fri 9 am–12 am

Telephone consultation only outside office hours:

Tel. 0711 658-64628

City center campus, Servicepoint Stadtmitte,
Geschwister-Scholl-Str. 24 c, 1. floor, room 1.129,
70174 Stuttgart

Office hours: Tue 2 pm–3:30 pm

● Internships

(Praktika)



Some **degree programs** require that you complete one or more internships (*Betriebspraktika*) before you graduate. The Internship Office (*Praktikantenamt*), address see online www.student.uni-stuttgart.de/en/organizing-studies/internship/, provides you with general information. However, you are responsible for finding an internship yourself.



Exchange students from overseas, who are interested in doing an internship following their studies at the University of Stuttgart need to contact the International Office at the beginning of June for placements in the winter semester or at the beginning of December for placements in the summer semester. The tips in *Work permit and how to find a job* on page 43 could also be helpful.

● Additional information brochures

The following brochures also help you to find your way around the University of Stuttgart:

- **stuvus calendar**, issued by the student representation stuvus as a guide through the academic year, **stuvus office**: Pfaffenwaldring 5c, 70569 Stuttgart
- *Wegweiser für StudienanfängerInnen*, a guide for new students published by the **Student Counseling Center** (*Zentrale Studienberatung/ZSB*), available only in the winter semester: House of Students, Pfaffenwaldring 5c, 1st floor, 70569 Stuttgart

● Important formalities during and at the end of your studies

The completion of several important formalities is required during and at the end of your studies. See <https://www.student.uni-stuttgart.de/en/organizing-studies/formalities/re-registration/> for information regarding necessary formalities including:

- re-registration (*Rückmeldung*) each semester if you want to continue studying
- exmatriculation if you leave the university
- the cancellation of your tenancy agreement – for the refund of your deposit charged by *Studierendenwerk Stuttgart*, please see below.
- de-registration at the *Bürgerbüro* or residence permit extension
- cancellation or extension of your health insurance – make sure to contact your health insurance provider before exmatriculation!
- de-registration at the *ARD ZDF Deutschlandradio Beitragsservice*
- closing your German bank account



Moving out of student housing and refund of deposit

Please make an appointment with the caretaker (*Hausmeister*) for the day you are moving out. He will check your room for damage before you leave.

Only students who come from non-European countries or from countries that don't belong to the SEPA zone:

After you have returned your room to the caretaker you can get your deposit back in cash. Please make an appointment with the accounts department, Ms. Colak in *Stadtmitte* (y.colak@sw-stuttgart.de) in advance.

All other students will receive the refund by bank transfer. This might take up to six weeks.

Important:

Please bring the following documents to the appointment:

- *Laufzettel* (a confirmation from your caretaker stating that your room has been checked)
- A confirmation from your bank that you have closed your German bank account (necessary for students from non-SEPA-countries)

Without these documents you cannot get the deposit back in cash.

alumni_{us} – alumni network of the University of Stuttgart

The interdisciplinary alumni network of the University of Stuttgart, called alumni_{us}, offers a wide variety of activities. For the full range of services please visit the following website: www.uni-stuttgart.de/en/alumni-supporters

The facilities of the University of Stuttgart



● University library

(*Universitätsbibliothek*)

There are two large sites of the university library or *Universitätsbibliothek* (UB).

- **Hauptstelle Stadtmitte** (central library), Holzgartenstr. 16, main entrance Max-Kade-Weg Tel. 0711 685-82224 (Check-out desk), Tel. 0711 685-82273 (Info)
- **Zweigstelle Vaihingen** (branch), Pfaffenwaldring 55 Tel. 0711 685-64096 (Check-out desk), Tel. 0711 685-64044 (Info)

To borrow books you need your student ID card. Also many departments, faculties and most institutes have their own libraries.

At the beginning of the winter semester you can sign up for guided tours in English on the campus Vaihingen online:

www.ub.uni-stuttgart.de/lernen-arbeiten/schulungen

Guided tours in German are available both during the winter and summer semester in Vaihingen and the city center.

Stuttgart also has the following public libraries:

- *Württembergische Landesbibliothek* (State Library) Konrad-Adenauer-Str. 8, www.wlb-stuttgart.de/en/ Tel. 0711 212-4454
- *Stadtbibliothek*, Mailänder Platz 1 www.stuttgart.de/stadtbibliothek/mailaender_platz Tel. 0711 216-91100
- *Médiathèque de l'Institut Français*, Schlossstr. 51 <https://stuttgart.institutfrancais.de/> Tel. 0711 239250
- *Bibliothek im Italienischen Kulturinstitut*, Kolbstr. 6 www.iicstoccarda.esteri.it/iic_stoccarda/it/ Tel. 0711 162810

These libraries also offer books/media in foreign languages.

● Language Center

(*Sprachenzentrum*)

The Language Center offers foreign language courses at many levels and German courses for international students. Participation is free of charge for students. For all courses you must submit an online registration through C@MPUS



by a specific date **previous to the start of the semester**. There are also materials in the *Sprachenzentrum* that you may use to study a language independently.

- **Sprachenzentrum**, Breitscheidstr. 2, 70174 Stuttgart
Office hours: Mon, Thu 1 pm–4 pm, Tue, Wed 9 am–11:30 am
e-mail: info@sz.uni-stuttgart.de, Tel. 0711 685-88055,
www.student.uni-stuttgart.de/en/additional-education/language-courses

If you are interested in taking a technical German language class on B2/C1 level, please also check the offers of the *MINT-Kolleg*:

www.mint-kolleg.de/stuttgart/angebote/Sprachkurs.html

Sprachtandem

A *Sprachtandem* is a technique for learning a foreign language in a pleasant way: two persons wishing to learn the partner's language meet on a regular basis and take turns in practicing the other one's language. If you would like to improve your German or practice another language together with a native speaker, the following pages can help you find a so-called *Tandempartner*.

- *Tandem-Project* of the University of Stuttgart: www.sz.uni-stuttgart.de/tandem
- The student association AEGEE also offers a *SprachDuo*: www.sprachduo.de
- University of Bochum *eTandem*: www.zfa.ruhr-uni-bochum.de/iils/lernen

More offers can also be found at the so called *Schwarzes Brett* (bulletin board) at the Sprachenzentrum.

● Internet/e-mail/computer center (TIK)

The university's computer center (*Technische Informations- und Kommunikationsdienste/TIK*) provides a number of computer labs for student use on the Vaihingen campus and one in the library on the city center campus. You will receive a user account (e.g. st12345) and an e-mail address with your student ID card by e-mail. Help and information for users is offered at:

- **User's support** (*TIK-Benutzerberatung*), Pfaffenwaldring 57, mezzanine, HG 705,
Office hours: Mon–Thu 9 am–5 pm, Fri 9 am–1 pm, Tel. 0711 685-88001
(only during the lecture period)
- **User's support, city centre, university library** (*TIK-Benutzerberatung, Hauptstelle Stadtmitte*), Holzgartenstr. 16
Office hours: Mon–Thu 9 am–5 pm, Fri 9 am–1 pm, Tel. 0711 685-83760

- **Online support**: www.tik.uni-stuttgart.de/beratung/support
With the TIK e-mail address you can register with **ILIAS**, the learning platform which provides documents and materials necessary for courses, seminars and lectures: <https://ilias3.uni-stuttgart.de>

Computer labs:

- Pfaffenwaldring 57, NWZ, mezzanine, Mon–Fri 7 am–11 pm, Sat 7 am–12 pm
- Pfaffenwaldring 9, IWZ, room 2.270 (2nd floor), Mon–Fri 7:30 am–7 pm
- Pfaffenwaldring 6, PR6 pool, room 0.24, Mon–Fri 7:30 am–6 pm
- Pfaffenwaldring 45, Universum Pool, Mon–Fri 7:30 am–11 pm
- University library (city center), Holzgartenstr. 16, UB Pool,
Mon–Fri 8 am–10 pm, Sat 10 am–10 pm
- Seidenstr. 36, S36 Pool, room 2.093, Mon–Fri 7:30 am–10:30 pm

See page 28 for internet connections within student housing.

On campus and other facilities of the University of Stuttgart, students can connect to WiFi via **eduroam**. Eduroam is an international roaming service for users in research and higher education. Students from universities connected to eduroam are able to get access through their student account of their home university.

Important!

All relevant information concerning your studies will be sent to your user account (e. g. st123456@stud.uni-stuttgart.de). We strongly recommend that you check this account on a regular basis or redirect the mails to your private e-mail account.

● Extracurricular studies

(*Studium Generale*)

There are numerous general education courses available to students who wish to take advantage of the opportunity to extend their studies beyond their specific major. Emphasis is placed on music, theatre, and fine arts. All courses are free of charge. Further information available at:

www.student.uni-stuttgart.de/en/additional-education/studium-generale/





● **stuvus/student councils**

(*stuvus/Fachgruppen*)

The body representing all students at the University of Stuttgart is called *stuvus*. The *stuvus* members are elected and represent the needs of students in the university's senate. You can find the *stuvus* office in the House of Students on the Vaihingen campus:

- Pfaffenwaldring 5c, 70569 Stuttgart, www.stuvus.uni-stuttgart.de

Student councils (*Fachgruppen*) are organisations set up by student representatives of the individual study programs. They help students by sharing tips and experience and by organising parties and orientation events for first year students (*Erstsemester-Einführungsveranstaltung*):

www.student.uni-stuttgart.de/en/startingout/introduction

The addresses of the student councils can be found here:

www.stuvus.uni-stuttgart.de/ueber-uns/fachgruppen/

● **Ombudsperson**

The ombudsperson is an impartial and strictly confidential contact person who lends her support to all students and facilitates the dialogue between students and the university when they need help to settle disagreements, problems and grievances.

Dr. Ursula Meiser, Office of the Rectorate,

Azenbergstr. 16, 3rd floor, room 3.012,

70174 Stuttgart

e-mail: ursula.meiser@rektorat.uni-stuttgart.de

Tel. 0711 685-81007

● **TTI business start-up**

(*TTI Existenzgründung*)

The TTI GmbH (*Technologie-Transfer-Initiative*) offers assistance for questions related to the foundation of a business: www.tti-stuttgart.de/ (German only).

● **International student organisations**

For those wishing to maintain contact with students from their home country, there are different international student associations at the University of Stuttgart you may get in touch with. For more information, e.g. on founding a new organisation, please contact:

Ms. Marion Hanssen, room 1.033, Tel. 0711 685-68552,

e-mail: hanssen@ia.uni-stuttgart.de

● **Dining halls and cafeterias**

(*Mensen und Cafeterien*)

The Student Services (*Studierendenwerk Stuttgart*) operate several cafés on both university campuses. Cafeterias are usually open between 8:30 am and 4:30 pm. Dining halls (*Mensen*) are usually open only between 11:15 am and 2:15 pm. Every day there are different dishes to choose from which cost between EUR 4 to EUR 6. As well as providing lunch at a reasonable price, the dining halls serve as general meeting points and information centers. You can find almost anything on the bulletin boards (*Schwarzes Brett*) where flyers and posters inform students about events, sales, rooms for rent etc.

- Mensa I, Holzgartenstr. 11 (campus city center)
- Mensa II, Pfaffenwaldring 45 (Vaihingen campus)

● **University sports**

(*Hochschulsport*)

Each semester the university sports (*Hochschulsport*) offers a large range of sports activities. There are special registration periods. To gain one of the popular places, you have to register as soon as possible. You have to register and pay online. Therefore a bank account is necessary. Further information at: www.hochschulsport.uni-stuttgart.de/en/



● Ecumenical Center

(*Ökumenisches Zentrum*)

The Ecumenical Center is run by both the Protestant and the Catholic church. It is located on the Vaihingen campus close to the IZ. Services (consultation, events, etc.) are open to all students and staff of the University of Stuttgart independent of their religious affiliation. The center also offers a room for silence and prayer (*Raum der Stille*) which is available for everyone from Monday to Friday irrespective of his/her religious affiliation.

- **Ökumenisches Zentrum** (ÖZ), Allmandring 6, 70569 Stuttgart
Office hours: Mon–Fri 9 am–10 pm,
e-mail: info@oekumenisches-zentrum.de, www.oekumenisches-zentrum.de
- **Café**, Mon–Fri 11 am–2 pm, on Mondays fresh and tasty Falafel (vegetarian)

For information about mosques or prayer places for **Muslims**, places of worship for **Hindhus** and churches for many **Christian** denominations at the university and in Stuttgart please ask at the Ecumenical Centre or check:
www.vvs.de/download/VVSReligEinrichtungen.pdf (city map with addresses)

● AEGEE

The student organisation AEGEE Stuttgart offers a comprehensive leisure program for German and international students. More at: www.aegEE-stuttgart.org

● Work permit and how to find a job

It is possible to work part-time while studying at the University of Stuttgart. Students from non-EU countries are allowed to work a maximum of 20 hours per week as a student assistant (*Hiwi*) at the university plus 120 full (8 h) or 240 half days (4 h) per year. This must be stated explicitly in the additional sheet of the eAT. When you receive your residence permit, see page 42, make sure that this entry is included.

For international students the most convenient way is to work as a student assistant (*studentische Hilfskraft/Hiwi*) at an institute of the university. Look for bulletins posted around campus, online or inquire directly at the respective secretary's office. The institutes, the university library, computer pools and *Studierendenwerk* also offer *Hiwi* positions online: www.stellenwerk-stuttgart.de

Also inquire at the employment agency (*Agentur für Arbeit*) on temporary work for students, for example in restaurants, or as unskilled labour in factories, warehouses or firms.

- *Agentur für Arbeit Stuttgart*, Nordbahnhofstr. 30–34, 70191 Stuttgart
Tel. 0800 455 55 00, office hours: Mon–Fri 7:30 am–12 pm, Thu 7:30 am–6 pm
www.arbeitsagentur.de
- *Agentur für Arbeit*, branch office Vaihingen, Industriestr. 5, 70565 Stuttgart,
Tel. 0180 155 51 11, e-mail: Stuttgart-Vaihingen@arbeitsagentur.de
Office hours: Mon–Fri 7:30 am–12 pm, Thu 7:30 am–6 pm

If you want to work in Germany, your employer will ask you for an (electronic) **tax card** (*elektronische Lohnsteuerkarte* or *Ersatzbescheinigung*). If you take up work in Germany for the first time, this tax card is available at the **tax office** (*Finanzamt*, Stuttgart: Rotebühlplatz 30). You also need a **social security number** (*Sozialversicherungsnummer*) which you can apply for through your state health insurance provider. If you are single and do not have children, you may earn up to EUR 450/month without having to pay tax and contributions towards unemployment-, pension-, etc. insurance. If you pay tax, you may get (part of) it back if you apply for a tax back through an **income tax statement** (*Einkommenssteuererklärung*).



● Medical care/psychological counseling

German universities do not provide medical service on campus. Doctors, dentists, and hospitals can be found online at: www.arztsuche-bw.de. This website also gives you information on doctors who speak other languages than German. Please use the button „Zur erweiterten Suche“ and choose your language in the search criteria *Fremdsprache*.

Generally speaking you have to make an appointment to see a doctor in case you are ill. Some general practitioners also have open office hours. In case of an emergency at night or on weekends you can go to the **Emergency Medical Service** of Stuttgart doctors at the Marienhospital (address see page 10).

In order to receive treatment you need to either present your health insurance card from one of the state health insurance providers, your EHIC, or show the certificate from your private health insurance company. State health insurance providers pay the medical treatment directly to the doctor/hospital. Private insurances have a different payment system. Usually you will have to pay the bill first and ask for reimbursement at the health insurance provider. Make yourself familiar with the specific regulations of your own health insurance before you see a doctor.

Prescribed medication can be picked up at any pharmacy/chemist's (*Apotheke*). If you have mandatory student health insurance you usually have to pay a contribution between EUR 5 and EUR 10 for each prescription. In case of private insurance, the company might also pay for all prescribed medication. Check your contract.

Psychological counseling for students is offered by the counseling center of the Student Services (*Studierendenwerk Stuttgart*) free of charge (in German only). For appointments please call: Tel. 0711 9574-480 (Mon–Thu 1:30 pm–2.30 pm)

Further information: www.studierendenwerk-stuttgart.de/en/counselling/psychotherapeutic-counselling/

You need to find a doctor? You have a medical or psychological issue? Please contact the International Office for advice (see page 5 and 6). Anything you tell us will be treated confidentially. Together we can always find a way!

● Statutory accident insurance for students

Every enrolled student is statutorily covered by accident insurance free of charge. The coverage applies

- during straight walk to the university or back,
- when attending lectures and seminars,
- during other activities run by the university such as visits, workshops and sports,
- when visiting the library or sports program from the university,
- when participating in trips organised by the university including those abroad,
- when participating in student council or stuvus activities.

If you have an accident during one of these occasions, please address the Admissions Office (page 8). For further information please visit the following website: www.studierendenwerk-stuttgart.de/en/counselling/insurances/

● Shopping

There are no standardized opening hours in Germany. Some food chains like REWE open their stores Mon–Sat from 8 am to 10 pm or midnight. Usually, downtown shops open between 10 am to 8 pm. All regular businesses are closed on Sundays. Many petrol stations are open 24 hours and also offer food, snacks, drinks and toiletries. The shops in the main train station and some shops in the Arnulf-Klett-Passage are open longer hours and on weekends. Here are some addresses for specific needs of international students:

- **Asian groceries**
Cash and Carry Asia Shop, Seyfferstr. 27, www.cashandcarrystuttgart.de
- **Arabic groceries**
Sevinc Süpermarket, Bebelstr. 57
- **Kosher groceries**
www.doronia-shop.de/
- **Halal quality food**
www.der-puten-shop.de/halal-qualitaet/
<https://german.alibaba.com/>

- **Reasonably priced furniture**
New: www.ikea.de
Used: www.sperrmuell.de, www.quoka.de/haushalt-moebel
- **Laundromats**
City center: Wilhelmstr. 11
S-West: Schwabstr. 73, www.waschsalon-stuttgart.com
- **Items for free**
www.stuttgart.de/verschenkmarkt

● Public internet terminals

If you need to e-mail or use the internet before you get your account at the university, here are some places that offer internet services:

- **Treffpunkt Rotebühlplatz**, Rotebühlplatz 28 (free WiFi) Tel. 0711 187 38 00
- **tipsntrips**, Eichstr. 8 (free WiFi) Tel. 0711 222 27 30
- **Stadtbücherei Stuttgart**, you need a valid library card
Mailänder Platz 1 Tel. 0711 216-91100
- **Rathausbücherei**, Marktplatz 1 (free WiFi) Tel. 0711 216-91212
- **Starbucks Coffee House**, Königstr. 26
Bring your own notebook Tel. 0711 220 20 70
- **Internet and Call Shops**
Many shops in the center of Vaihingen and Stuttgart

● Culture and leisure in Stuttgart

General, cultural, and tourist information about Stuttgart and the region:

- **The tourist information “i-Punkt”**, Königstr. 1a, Tel. 0711 22 28-0
Office hours: Mon–Fri 9 am–8 pm, Sat 9 am–6 pm, Sun and holidays 11 am–6 pm
Further online information at www.stuttgart-tourist.de or www.stuttgart.de
You can find quite a few good tips in these magazines and brochures:
- **stuvus calendar** – available at the stuvus office,
Pfaffenwaldring 5c, room 04.009
- **LIFT** – monthly magazine for Stuttgart with events, movies, and concerts

(EUR 2,50 at kiosks and newspaper stands): www.lift-online.de

- **PRINZ** – online-magazine listing events in Stuttgart, focus on nightlife and parties: www.prinz.de
- **UNI-TIPP** – is a free biannual brochure. You can find it at the beginning of each term in the university buildings. It includes a city map, tips for leisure activities and events, and helpful addresses.

● Travelling

- The **train** is a convenient way to travel in Germany and to the neighboring countries. Regular tickets are quite expensive, but there are a lot of special offers. They can be found on the homepage of the Deutsche Bahn: www.bahn.de
- National and international **bus lines** are very cheap, but slow compared to the train. Information and prices can be found e.g. via www.fernbusse.de or www.busliniensuche.de
- **Carpooling** portals connect you with people offering seats in their private car for long destination travel. Check the offers of e.g. www.blablacar.de and www.fahrgemeinschaft.de
- **Carsharing** enables you to use a whole pool of vehicles but you need to register first. Sometimes you need to pay for a membership. Carsharing is offered in Stuttgart for example by www.flinkster.de, www.car2go.com or www.stuttgart.stadtmobil.de
- Classic **car rental** is available at the airport, main railway station and near S-Bahn Vaihingen (e.g. Avis, Sixt, Europcar).

● International student identity card

With the international student identity card (ISIC) you can receive discounts in Germany and abroad. The ISIC is available for EUR 15 and valid for 12 months. For more information please see the following webpage: www.isic.org



● Language schools in Stuttgart

The community college of Stuttgart, *Volkshochschule*, offers a large range of inexpensive language courses from Arabic to Quechuan. German as a foreign language is offered on all levels:

www.vhs-stuttgart.de/home-kurse/kurse-und-veranstaltungen/sprachen/

The *Institut für Auslandsbeziehungen* (ifa) is specialized on German as a Foreign Language: www.deutschkurse.net

Other language schools can be found on the homepage of the city of Stuttgart: www.stuttgart.de/item/show/43023/1/slnk/310893

Website of the International Office

www.student.uni-stuttgart.de/en/counseling/international

(M) = city center campus

(V) = Vaihingen campus

- **Admissions Office for Foreign Citizens and EU Citizens** (*Studiensekretariat*) (V)
House of Student Services (*Haus der Studierenden*),
Pfaffenwaldring 5c
- **Central student council** (V)
(*Zentrales Fachgruppen-Büro/ZFB*)
Pfaffenwaldring 5c Tel. 0711 685-83054, -83055
- **Employment Agency** (*Agentur für Arbeit Stuttgart*)
Nordbahnhofstr. 30–34 Tel. 0800 455-5500
- **Employment Agency** (*Agentur für Arbeit Vaihingen*)
Industriestr. 5, stuttgart-vaihingen@arbeitsagentur.de Tel. 0800 455-5500
- **Exam Office** (*Prüfungsamt*), (V)
Pfaffenwaldring 5c, 3rd floor, *Haus der Studierenden* Tel. 0711 685-65126
- **Extracurricular studies** (*Studium Generale*) (M) Tel. 0711 685-82036
Azenbergstr. 16, floor 2a
- **Foreign registration office** (*Ausländerbehörde*)
Eberhardstr. 39 Tel. 0711 216-91992
- **International Office** (*Dezernat Internationales*) (V)
Pfaffenwaldring 60 (IZ) Tel. 0711 685-68566
- **Internet/E-Mail/Computer Center** (*Technische Informations- und Kommunikationsdienste*)/TIK (V)
Allmandring 30 Tel. 0711 685-88000
- **Internship Office** (*Praktikantenamt*) (V)
Allmandring 35, room 0.105 Tel. 0711 685-61840



- **Language Center** (*Sprachenzentrum*) (M)
Breitscheidstr. 2 a, 1st floor
Tel. 0711 685-88055
- **Mensa I** (M), Holzgartenstr. 11
- **Mensa II** (V), Pfaffenwaldring 45
- **Office of public order** (*Amt für öffentliche Ordnung*)
Eberhardstr. 39
Tel. 0711 216-91992
- **Residents' registration office Vaihingen**
(*Bürgerbüro Vaihingen*) Rathausplatz 1
Tel. 0711 216-93700
- **Servicepoint Stadtmitte** (M)
Geschwister-Scholl-Str. 24c, 1st floor
Tel. 0711 685-83073
- **SSB/VVS offices** (public transportation)
Main station (Arnulf-Klett-Platz 3)
Rotebühlplatz (underground station)
Charlottenplatz (underground station)
- **Student Services** (*Studierendenwerk Stuttgart*)
Main office: Rosenbergstr. 18
Branch office on campus: Pfaffenwaldring 50a/7
Tel. 0711 9574-410
Tel. 0711 9574-470
- **Student council** (*stuvus*) (V)
Pfaffenwaldring 5c
Tel. 0711 685-62003
- **Student Counseling Center** (*Zentrale Studienberatung (ZSB)*)
Pfaffenwaldring 5c, *Haus der Studierenden*
Tel. 0711 685-82133
- **Tourist Information** "*i-Punkt*"
Königstr. 1a
Tel. 0711 2228-8100
- **TTI business-start-up** (*TTI Existenzgründung*)
Nobelstr. 15
Tel. 0711 6868-7490
- **University library, city center** (M)
(*Universitätsbibliothek Stadtmitte*)
Holzgartenstr. 16
Tel. 0711 685-82273
- **University library Vaihingen** (V)
(*Universitätsbibliothek Vaihingen*) Pfaffenwaldring 55
Tel. 0711 685-64044
- **User's support** (*TIK-Benutzerberatung*)
Pfaffenwaldring 57 (V), Holzgartenstr. 16 (M)
Tel. 0711 685-88001

● Stuttgart city center



Main station
(*Hauptbahnhof*)

Servicepoint Stadtmitte
(Admissions and
Examination Office,
Student Counseling
Center, International
Office)
Geschw.-Scholl-Str. 24c,
ground floor

University library
(*Universitätsbibliothek*)

Central administration
Keplerstr. 7

Mensa city center
(*Mensa*)
Holzgartenstr. 11

S-Bahn stop
Stadtmitte

Office of public order
including foreign
registration office
(*Ausländerbehörde*)
Eberhardstr. 39



● Campus maps

Vaihingen

- 1 Student dormitories Pfaffenhof
- 2 S-Bahn stop Universität
- 3 University library Vaihingen
- 4 BW Bank (only cash point), Pfaffenwaldring 57
- 5 Cashier's office of the university, Pfaffenwaldring 55
- 6 Student dormitories Allmandring
- 7 International Office (IZ), Pfaffenwaldring 60
- 8 Student dormitories Straußäcker
- 9 Mensa Vaihingen, Pfaffenwaldring 45
- 10 House of Student Services (*Haus der Studierenden*)
with Admissions Office for Foreign Citizens and EU Citizens,
Examination Office and Student Counseling Center,
Pfaffenwaldring 5c

City center

- 1 Main station
- 2 University library city center, Holzgartenstr. 16
- 3 Central administration, Keplerstr. 7
- 4 Mensa city center, Holzgartenstr. 9
- 5 Student Services (*Studierendenwerk Stuttgart*),
Rosenbergstr. 18