Welcome Guide
for Doctoral Students and
DAAD Scholarship Holders
2016/2017
### Welcome to Stuttgart

- Welcome to Stuttgart ................................................................. 4

### Assistance and counselling

- International Affairs at the IZ (Dezernat Internationales im Internationalen Zentrum) .................................................. 5
- Department of International Education Services ............................................. 5
- Admissions Office for Foreign Citizens and EU Citizens
  (Studiensekretariat für Ausländer/innen und EU-Bürger/innen) ................. 6
- Important emergency numbers ......................................................... 7

### Getting started in Stuttgart - Checklist

1. Accommodation/deposit ........................................................................ 9
2. Opening a bank account ....................................................................... 10
3. Health insurance .................................................................................. 11
4. Residence registration and residence permit (Anmeldung/Aufenthaltserlaubnis) ................................................................. 13
5. Admission and enrolment at the university (Zulassung und Einschreibung) ................................................................. 16
6. Semester and monthly passes for public transportation ......................... 18
7. Personal liability insurance (Haftpflichtversicherung) ............................. 19

### Accommodation in Stuttgart

- Temporary accommodation in Stuttgart ............................................. 20
- Student housing ................................................................................. 20
- Private accommodation in Stuttgart .................................................. 21
- Broadcasting service fee (Rundfunkbeitrag) ......................................... 22
- If you are planning on moving ............................................................... 23

### Studying at the University of Stuttgart

- Formal requirements for doctoral studies ................................................ 25
- Graduate Academy of the University of Stuttgart .................................. 25
- Examination Office (Prüfungsamt) .......................................................... 26
- Academic calendar and holidays ......................................................... 27
- Important formalities during and at the end of your studies ..................... 28
- Extension of your DAAD scholarship (Verlängerung des Stipendiums) ....... 28
<table>
<thead>
<tr>
<th>The facilities and organisations of the University of Stuttgart</th>
<th>29</th>
</tr>
</thead>
<tbody>
<tr>
<td>University library <em>(Universitätsbibliothek)</em></td>
<td>29</td>
</tr>
<tr>
<td>Language Centre <em>(Sprachenzentrum)</em></td>
<td>29</td>
</tr>
<tr>
<td>Internet/e-mail/computer centre <em>(TIK)</em></td>
<td>30</td>
</tr>
<tr>
<td>General education <em>(Studium Generale)</em></td>
<td>31</td>
</tr>
<tr>
<td>DoKUS - Doctoral Candidates Convention of the University of Stuttgart</td>
<td>31</td>
</tr>
<tr>
<td>Ombudsperson</td>
<td>32</td>
</tr>
<tr>
<td>International student organisations</td>
<td>32</td>
</tr>
<tr>
<td>Dining halls and cafeterias <em>(Mensen und Cafeterien)</em></td>
<td>32</td>
</tr>
<tr>
<td>University sports <em>(Hochschulsport)</em></td>
<td>33</td>
</tr>
<tr>
<td>Ecumenical Centre <em>(Ökumenisches Zentrum)</em></td>
<td>33</td>
</tr>
<tr>
<td>PhD mailing list and leisure activities</td>
<td>34</td>
</tr>
<tr>
<td>International Affairs on Facebook</td>
<td>34</td>
</tr>
<tr>
<td>TTI business-start-up <em>(TTI Existenzgründung)</em></td>
<td>34</td>
</tr>
<tr>
<td>Everyday information</td>
<td>35</td>
</tr>
<tr>
<td>Medical care/psychological counselling</td>
<td>35</td>
</tr>
<tr>
<td>Statutory accident insurance for students</td>
<td>36</td>
</tr>
<tr>
<td>Legal advice</td>
<td>36</td>
</tr>
<tr>
<td>Shopping</td>
<td>36</td>
</tr>
<tr>
<td>Public internet terminals</td>
<td>37</td>
</tr>
<tr>
<td>Culture and leisure in Stuttgart</td>
<td>37</td>
</tr>
<tr>
<td>Travelling</td>
<td>38</td>
</tr>
<tr>
<td>International student identity card</td>
<td>39</td>
</tr>
<tr>
<td>Information for students with disabilities</td>
<td>39</td>
</tr>
<tr>
<td>Language schools</td>
<td>39</td>
</tr>
<tr>
<td>Working</td>
<td>40</td>
</tr>
<tr>
<td>Important addresses</td>
<td>41</td>
</tr>
<tr>
<td>Maps</td>
<td>43</td>
</tr>
<tr>
<td>Stuttgart City centre</td>
<td>43</td>
</tr>
<tr>
<td>Campus maps</td>
<td>44</td>
</tr>
</tbody>
</table>
Dear doctoral student, dear scholarship holder,

We are happy to have you here at our university and wish you a warm welcome in Stuttgart. Enjoy your stay!

Adapting to living in a foreign country, and to a different university system can be difficult and will take it’s time. This Welcome Guide provides you with handy information to help you settle in and make the most of your time here.

Please note that specific information for DAAD scholarship holders is highlighted in the following way:

**DAAD**

If you have any further questions, feel free to contact International Affairs at the IZ (Dezernat Internationales). We will be happy to help you.

We wish you a pleasant and rewarding time in Stuttgart!

Your IZ team
International Affairs at the IZ
(Dezernat Internationales im Internationalen Zentrum)

Vaihingen Campus, Pfaffenwaldring 60 (IZ), 70569 Stuttgart
www.ia.uni-stuttgart.de

Department of International Education Services
Floor 1, Tel. 0711 685-68566, e-mail: incoming@ia.uni-stuttgart.de
Office hours: Mon–Fri 10.00 a.m.–12.00 p.m., Mon & Wed 1.30–4.00 p.m.

Our services:
• First point of contact for support upon arrival
• Advice regarding visa affairs
• Questions concerning studies and life in Stuttgart
• Information and registration for the excursion programs offered by the IZ
• Cooperation with international student organisations
• Financial aid for degree students
• Information on health insurance

The contact person for general questions and problems regarding life and studying in Stuttgart for international doctoral students and DAAD scholarship holders is:
Ms. Ursula Habel, room 1.033 Tel. 0711 685-68546, fax 0711 685-68600
e-mail: habel@ia.uni-stuttgart.de or incoming.daad@ia.uni-stuttgart.de
Office hours: Tues–Fri 10.00 a.m.–12.00 p.m., Wed 1.30 pm. to 4.00 p.m.
and on appointment.
Admissions Office for Foreign Citizens and EU Citizens
(Studiensekretariat für Ausländer/innen und EU-Bürger/innen)

City centre, Geschwister-Scholl-Str. 24 b (ground floor)
Office hours: Mon, Tues, Thurs, Fri 9.00 a.m.–12.00 p.m., Wed 1.30–3.30 p.m.
www.uni-stuttgart.de/studieren/studium/sekretariat/index.en.html
Telephone consultation hours:
Mon, Tues, Thurs 1.30 p.m.–2.30 p.m. and Wed 11.00 a.m.–12.00 p.m.

Services:
• All study-related formalities (admission, enrolment, re-enrolment, exmatriculation, etc.)

Contact persons:
Ms. Helga Reinhardt
Tel. 0711 685-82280, e-mail: helga.reinhardt@verwaltung.uni-stuttgart.de
• Africa
• Australia
• Balkan states (including Bulgaria, Romania and Hungary)
• Poland, Slovakia, Czech Republic
• Northern Europe (Denmark, Finland, Norway, Sweden, Spain and Portugal)

Mr. Thomas Heisch
Tel. 0711 685-82281, e-mail: thomas.heisch@verwaltung.uni-stuttgart.de
• Eastern Asia (namely China, Vietnam, Thailand, Korea)
• Double Master’s students

Mr. Stefan Schittenhelm
Tel. 0711 685-83606, e-mail: stefan.schittenhelm@verwaltung.uni-stuttgart.de
• Near and Middle East (including Turkey)
• Western Europe, Iceland, Italy, Malta, Cyprus

Ms. Gulnara Häckel
Tel. 0711 685-83607, e-mail: gulnara.haeckel@verwaltung.uni-stuttgart.de
• Baltic states
• Eastern Europe
• Mongolia
• North and Latin America
• Exchange students (Erasmus/Overseas/Erasmus Mundus)
Important emergency numbers

**Police: 110 · Fire Department: 112 · Ambulance: 112**
These numbers can be called free of charge from all phones.

**Emergency Medical Service** at the Marienhospital Stuttgart
Mon–Thurs 7 p.m.–7 a.m., Fri 2 p.m.–7 a.m. and Sat, Sun, holidays 7 a.m.–7 a.m., Böheimstr. 37 · 70199 Stuttgart
Tel. 0711 262-8012

**Police**

- Revier Vaihingen/Möhringen/Degerloch (24 h)
  Balinger Str. 31 · 70567 Stuttgart-Möhringen
  Tel. 0711 89 90-3400

- Polizeiübergang Vaihingen
  Robert-Leicht-Str. 15 · 70563 Stuttgart-Vaihingen
  Tel. 0711 8990-4460

- Polizeirevier Innenstadt (24 h)
  Hauptstätterstr. 34 · 70173 Stuttgart
  Tel. 0711 89 90-3100

- Polizeiposten Hauptbahnhof (24h)
  Arnulf-Klett-Passage 41 · 70173 Stuttgart
  Tel. 0711 89 90-4230

**Loss of your EC card** – to freeze your EC card (24h) call
Tel. 01805 116 116

**Lost property department of Stuttgart**
Hauptstätterstr. 66 · 70178 Stuttgart
e-mail: fundsachenstelle@stuttgart.de
Mon–Fri 8.30 a.m.–1.00 p.m. and Thurs 2.00–6.00 p.m.
Tel. 0711 216-89494

**Lost property department “SSB Stuttgarter Straßenbahnen”**
For items lost in the U-Bahn/U-Bahn stops:
Schöttlestr. 2 · 70597 Stuttgart
Tues–Fri 9.00 a.m.–12.45 p.m., Mon, Thurs 2.00–6.00 p.m.
Tel. 0711 78 85-3333

**Lost property department “DB Die Bahn” and “S-Bahn”**
*DB Station Fund und Service*
Arnulf-Klett-Platz 2 · 70173 Stuttgart
e-mail: fundbuero.dbag@bahn.de
Mon–Fri 8 a.m.–6.00 p.m., Sat–Sun 10.00 a.m.–6.00 p.m.
Tel. 0711 20 92-2447
Lost property within the University of Stuttgart

Campus city centre: Keplerstr. 11 · 70174 Stuttgart
zentralerservice-m@verwaltung.uni-stuttgart.de Tel. 0711 685-83400
Campus Vaihingen: Pfaffenwaldring 55 · 70569 Stuttgart
e-mail: zentralerservice-v@verwaltung.uni-stuttgart.de Tel. 0711 685-64000

Loss or theft of your passport
If your passport has been lost or stolen, you must report to the police. You will receive a certification of loss/theft, which you must take to the Foreign Registration Office (Ausländerbehörde). The Foreign Registration Office will issue a temporary residence permit (Fiktionsbescheinigung). You must also apply for a new passport at the embassy or consular office of your home country in Germany. Addresses of foreign embassies/consulates in Germany can be found at: www.auswaertiges-amt.de (look for Reise & Sicherheit and then Auslandsvertretungen).

Loss or theft of your student ID card
If you lose your student ID card you have to cancel it as soon as possible at the Admissions Office. In order to cancel it and get a new one you will be charged EUR 10 and you will need to supply a new passport picture.

Please note:
In the case of trouble, please contact the IZ immediately!
The first step is always the most difficult. This is also true when you come to Stuttgart. There is a whole lot of bureaucracy and formalities to do, that's why any time you have questions, **International Affairs** is here to help you. Most formalities require specific documents. We put the following steps into a **certain order** to facilitate the process for you. If you keep to the order of our **checklist**, you can save yourself a lot of time, energy and frustration.

1 **Accommodation/deposit**

If you could not get a room in the student dormitories and need to look for private accommodation you can check our information on page 21 or on our homepage: [www.ia.uni-stuttgart.de/directto/private](http://www.ia.uni-stuttgart.de/directto/private)

If you have made a reservation for a dormitory room in time and have received confirmation of your room, there are several formalities that must be complied with before you can move in:

- **Usually you have already transferred a deposit of EUR 700 (including EUR 300 prepayment of rent).** The **Studierendenwerk Stuttgart** has requested you to transfer this deposit in an e-mail including the tenancy agreement.

- **Go to the caretaker** (**Hausmeister**) to receive your room keys. Bring two copies of the tenancy agreement along which you have received by mail. Sign both copies. The **Hausmeister** will ask you to fill in and sign a **SEPA direct debit authorization** (**SEPA-Lastschrift**) so that the monthly rent can be debited automatically from your bank account. You will also need to hand in a copy of your passport, your residence permit (as soon as you have it), and a passport photo.

If you authorise someone else to pick up your room key, this person will need an authorisation letter from you and a copy of your signed tenancy agreement from the **Studierendenwerk**.
Please **check** if the **date you are planning to move out** coincides with the one in your tenancy agreement. If it is incorrect, please contact **Studierendenwerk Stuttgart** (see appendix for the address) or the IZ (exchange students). Please note that booking rooms for couples or families is not possible.

**Please note:**
- 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 23.
- On the **first working day of each month**, the **Hausmeister** offices in Vaihingen have extended office hours. You can find the exact times in the **Einzugsschein**.

**Guest houses of the university** *(Gastdozentenhäuser)*

There are guest houses run by the Studierendenwerk Stuttgart, which are available for guest researchers of the university. A reservation for an apartment can only be made through the host institute at the University of Stuttgart, not through the guests themselves.

**Private accommodation formalities**

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. You must register with the residents’ registration office (see point 4 of the checklist). Your landlord has to fill in an extra registration form for you (**Wohnungsgeberbescheinigung**).

**2 Opening a bank account**

To participate in the cash-free transfer of money to pay for rent, health insurance and similar transactions, you must have a **personal checking account** (**Girokonto**). For students up to 30 years of age, these accounts are usually free of charge or low-cost at any bank.

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 locations. After opening an account, you will need to fill out the SEPA direct debit authorisation form (**SEPA Lastschrift** obtained by the **Hausmeister**) for the **payment of your rent**. Please hand it in to the **Hausmeister** of your dormitory asap (see page 22).

A branch of the **BW Bank** is located on the Vaihingen Campus (Pfaffenwaldring 57). Opening hours: Mon–Fri 8.30 a.m.–1.00 p.m., Mon, Tue, Fri 2.00 p.m.–4.00 p.m.,
Thurs 2.00 p.m.–5.30 p.m.

**To open a bank account, you will need:**

- Your passport and residence permit (*Aufenthaltserlaubnis*). It may be possible to bring the residence permit later.
- Letter of admission (*Zulassungsbescheid*) from the University of Stuttgart (in order to get a free or low-cost student bank account)
- Your address in Germany

**3 Health insurance**

German universities do not provide medical service on campus. Therefore, it is very important to arrange for sufficient health insurance before or as soon as you arrive. All DAAD scholarship holders will have private health insurance via the DAAD (Continentale) and will find detailed information in the brochure “Your DAAD scholarship”.

**Doctoral students** who have not lived in Germany before and have arrived as a non-EU citizen without a contract of employment with the university cannot – by law – purchase insurance from public health insurance companies (e.g. AOK, TK). They must take out a private health insurance, e.g. with

- [www.educare24.de](http://www.educare24.de)
- [www.union-verdi.de/dsw-studenten-kv](http://www.union-verdi.de/dsw-studenten-kv)
- [www.care-concept.de](http://www.care-concept.de)

**Exception:** You can have public health insurance in case of employment (with a monthly income permanently above EUR 450) or if you are registered as a non-degree student. For more information please write an e-mail to incoming.daad@ia.uni-stuttgart.de or turn to the AOK or TK office for advice (see next page).

EU citizens need their **European Health Insurance Card (EHIC)** which must be obtained from the health insurance provider in their **home country**. Your EHIC allows you to receive free treatment from any doctor, dentist or hospital. If you want to register at the university you need to take the EHIC to a state health insurance provider in Germany and have them issue a proof of health insurance (*Krankenversicherungsnachweis*).

Citizens from **non-EU countries** cannot use their health insurances from their home countries. They must make sure to purchase a German insurance.
You must show proof of valid health insurance in order to obtain your residence permit (see point 4 of the checklist).

**Addresses of health insurance companies:**

- **AOK Stuttgart City-Geschäftsstelle**, Kronenstr. 22  
  Office hours: Mon–Fri 9.00 a.m.–7.00 p.m.  
  Sat 9.00 a.m.–1.00 p.m.  
  Tel. 07031 261 00 30

- **AOK Stuttgart in Vaihingen**, Am Vaihinger Markt 31  
  Office hours: Mon–Wed 8.30 a.m.–5.00 p.m.  
  Thurs 8.30 a.m.–6.00 p.m., Fri 8.30 a.m.–4.00 p.m.  
  Tel. 07031 261 00 30

- **AOK Campus Vaihingen**, Mensa II, Pfaffenwaldring 45  
  Office hours: Mon–Fri 10.30 a.m.–3.00 p.m.  
  Tel. 0711 65691532

- **Barmer GEK Vaihingen**, Robert-Koch-Str. 2  
  Office hours: Mon–Fri 9.00 a.m.–1.00 p.m.,  
  Tues and Thurs 2.00 p.m.–5.00 p.m.  
  Tel. 0800 33 20 60 33-1358

- **DAK Stuttgart**, Königstr. 21  
  Office hours: Mon–Wed 8.00 a.m.–4.00 p.m.  
  Thurs 8.00 a.m.–5.00 p.m., Fri 8.00 a.m.–1.00 p.m.  
  Tel. 0711 342 52 70

- **DAK Vaihingen**, Vaihinger Markt 14  
  Office hours: Mon–Wed 8.00 a.m.–4.00 p.m.  
  Thurs 8.00 a.m.–5.00 p.m. and Fri 8.00 a.m.–1.00 p.m.  
  Tel. 0711 901 50 20

- **TK (Techniker Krankenkasse)**, Rotebühlplatz 25  
  Office hours: Mon–Wed and Fri 9.00 a.m.–4.00 p.m.  
  Thurs 9.00 a.m.–6.00 p.m.  
  Tel. 0711 25095190

  **TK Campus Vaihingen**, Mensa II, Pfaffenwaldring 45  
  Office hours: Tues–Thurs 11.15 a.m.–2.15 p.m.  
  Tel. 0711 678 70 33

**Take with you:**

- Letter of admission (Zulassungsbescheid)
- Passport
- European Health Insurance Card (EHIC) (EU citizens only)
4 Residence registration and residence permit
(Anmeldung/Aufenthaltserlaubnis)

Everybody staying in Germany longer than two months is required to register with the residents registration office (Einwohnermeldeamt/Bürgerbüro) in the city/town he lives within the first fourteen days upon arrival. Furthermore, all non-EU citizens have to apply for a residence permit at a Foreign Registration Office (Ausländerbehörde). In Stuttgart, the central Bürgerbüro and the Ausländerbehörde are both located in the Office of Public Order (Amt für öffentliche Ordnung) at Eberhardstr. 39 (see map page 45)

Addresses:

• Office of Public Order main office (Amt für öffentliche Ordnung)
  Eberhardstr. 39 (take U 1 or U 2 or U 4 and get off at Rathaus)
  In this building are accommodated:
  Foreign Registration Office (Ausländerbehörde), 2nd floor
  Office hours: Mon, Tues, Wed 8.30 a.m.–1.00 p.m.
  Thurs 1.00 p.m.–6.00 p.m., Fri 8.30 a.m.–12.00 p.m.
  Residents’ Registration Office city centre (Bürgerbüro Mitte), 1st floor
  Office hours: Mon, Tues, Wed and Fri 8.30 a.m.–1.00 p.m.
  Tues 2.00 p.m.–4.00 p.m., Thurs 2.00 p.m.–6.00 p.m.  Tel. 0711 216-93740

Here are two more addresses of Bürgerbüros in Stuttgart where you can register as resident.

• Residents’ Registration Office West (Bürgerbüro West)
  Bebelstr. 22, 70193 Stuttgart
  Tel.(0)711 216-93710

• Residents’ Registration Office Vaihingen (Bürgerbüro Vaihingen)
  Rathausplatz 1, 70565 Stuttgart
  Tel. 0711 216-93700, office hours: Mon, Tues, Thur and Fri 8.30 a.m.–1.00 p.m.,
  Tues 2.00 p.m.–4.00 p.m., Thurs 2.00 p.m.–6.00 p.m.

Addresses of further Bürgerbüros: www.stuttgart.de/buergerbueros

The following documents must be provided for address registration:

• Your passport or ID card
• Completed registration form (Anmeldung) to be obtained from the Hausmeister,
  landlord, International Affairs or via internet:
  www.stuttgart.de/item/show/316163/1/form/912
In the following a distinction is made between EU citizens, non-EU citizens who do not require an entrance visa, and non-EU citizens who do require an entrance visa.

**EU citizens**
EU citizens do not need a residence permit. They are only required to register with their address at a residents’ registration office (Bürgerbüro) within the first fourteen days upon arrival.

**Non-EU citizens who do not require an entrance visa**
Citizens of Australia, Brazil, Canada, Japan, and the USA, amongst others, may enter Germany without a visa. Upon arrival they must register for their address in Germany (at any Bürgerbüro) and apply immediately for a residence permit (Aufenthaltserlaubnis). Doctoral students and guest researchers can only receive the residence permit at the central Foreign Registration Office (Ausländerbehörde) in Eberhardstr. 39.

They are not allowed to take up studies, work or any kind of research without a proper residence permit.

**The following documents must be provided:**

- Your passport
- Certificate of residence registration (Anmeldung) at the Bürgerbüro
- Letter from your host institute (invitation/contract) and the letter of admission (Zulassungsbescheid) from the University of Stuttgart
- One biometrical photo (see page 15)
- Health insurance certificate (Krankenversicherungsnachweis) from Germany
- Proof of sufficient funds (at least EUR 720 per month) The proof of sufficient funds can be a bank statement, a letter of award from a scholarship organisation or a letter of employment.
- EUR 50 handling charge (publicly funded scholarship holders, such as DAAD or IPSWaT scholars, are exempted from this charge). Outside of Stuttgart this fee will be EUR 100.

**Non-EU citizens who do require an entrance visa**
If you come from a country from which an entrance visa is required you need to have either a student visa or a guest researcher’s visa, issued by the German embassy in your home country. After arrival you must register for your German address at any Bürgerbüro (see page 13).
If your stay is longer than three months, you must apply for a residence permit (\textit{Aufenthaltserlaubnis}). Doctoral students and guest researchers staying in Stuttgart must go to the \textit{Ausländerbehörde} in the city centre (Eberhardstr. 39, see page 13). In case you live outside of Stuttgart, e.g. in Esslingen or Böblingen, ask at the Rathaus or Landratsamt of your city. You need an appointment. Telephone numbers and help with calling are available at the Office of International Affairs.

**The following documents must be provided:**

- Your passport
- Certificate of residence registration (\textit{Anmeldung}) at the Bürgerbüro
- Letter from your host institute (invitation/contract) and the letter of admission (\textit{Zulassungsbescheid}) from the University of Stuttgart
- One biometrical photo
- Health insurance certificate (\textit{Krankenversicherungsnachweis}) from Germany
- EUR 50 handling charge (publicly funded scholarship holders, such as DAAD or IPSWaT scholars, are exempted from this charge). Outside of Stuttgart this fee will be EUR 100.

**Biometrical photos** are special photos required by the Foreign Registration Office and must be taken by a photographer. You can ask for addresses of photographic shops at International Affairs. Ordinary passport photos do not fulfill the criteria of biometrical photos as they are different for each country.

**Please note:**
If you wish to leave Germany temporarily, make sure that your passport and residence permit are still valid and allow you to re-enter the country. \textbf{Re-entry is not possible if you stay abroad longer than six months}. Please contact International Affairs if you wish to leave Germany for more than just a few weeks.

**Work permit**
Students who are citizens of EU countries can work in accordance with the applicable German laws. Students from all other nations are allowed to work a maximum of 20 hours per week as a student assistant (\textit{Hiwi}) at the university, plus 120 full or 240 half days per calendar year. This must be stated explicitly in the passport. When you receive your residence permit, make sure that this entry is included.

For further information about how to find a job, please refer to page 40.
5 Admission and enrolment at the university  
(Zulassung und Einschreibung)

According to the Doctoral Degree Regulations (Promotionsordnung § 3 (1) 3) earning a doctoral degree at the University of Stuttgart requires to be a member of the university for a minimum period of one year, either previous to or any time during your doctoral studies. Enrolment for the whole period of your doctoral studies is not a requirement.

The one year requirement can be met by enrolment or by employment as part of the academic staff. Please check www.uni-stuttgart.de/studieren/nachstudium/promotion/einschreibung/index.en.html

Please note:
In order to enrol as a doctoral student, you first need to prove that you have been officially admitted as a doctoral student by the Doctoral Committee of your faculty via the central exam office! Please check: www.gradus.uni-stuttgart.de/promotion/zulassung/index.en.html

Since it can take several months until the Doctoral Committee of your faculty decides about your admission, foreign candidates may first enrol as non-degree PhD students for up to 2 semesters. They may change their status to doctoral student after they have been admitted at the faculty.

Application and enrolment have to be done via the Campus Management System C@MPUS: https://campus.uni-stuttgart.de/cusonline/webnav.ini
Information on how to apply can be found in this pdf file: www.uni-stuttgart.de/studieren/nachstudium/promotion/einschreibung/einschreibung_promotion_campus_en.pdf

In case of any doubts please turn to the Admissions Office for Foreign Citizens and EU Citizens (Studiensekretariat für ausländische Studierende), see page 6.
Welcome Guide

There are no application or enrolment deadlines for doctoral students.

The following documents must be provided and uploaded for enrolment as non-degree PhD student:

- Letter of admission (Zulassungsbescheid) as non-degree PhD student
- Supervision declaration (Betreuungszusage), this can be an informal letter of invitation from your future academic supervisor
- Non-EU citizens: a valid student residence permit
- Proof of health insurance. Students from non-EU countries who are under 30 years of age: choose “I am insured through the German public health insurance system” or “I am exempt of compulsory health insurance in Germany”
- One passport photo
- Furthermore you must transfer the necessary fees as shown in C@MPUS (EUR 165,60)

Documents to be provided and uploaded for enrolment as doctoral student:

- Copy of your application for admission as a doctoral student stamped and signed by the Examination Office as well as
- Certification of admission as a doctoral student by the Doctoral Committee
- A (simple) photocopy of a school leaving certificate that gives access to higher studies in the home country, including a list of individual grades (e.g. Abitur, Baccalauréat, la selectividad (PAU), maturità, matura …)
- Certified copies or transcripts of all university degrees like BSc and MSc (from all higher education institutions, including academies etc.) obtained by the applicant, including a list of individual grades.
- If you are a graduate of another German university: a confirmation of exmatriculation from the previous university
- Proof of German skills or a confirmation from your supervisor that you are exempt from this requirement
- One passport photo
- Non-EU citizens: a valid student residence permit
- Furthermore you must transfer the necessary fees as shown in C@MPUS (EUR 165,60)

Students already enrolled at the University of Stuttgart can apply for change of degree program in C@MPUS. You may ask for further information on the enrolment as a doctoral
student at the Admissions Office.

http://www.uni-stuttgart.de/studieren/studium/sekretariat/ausland/index.en.html

The semester contribution has to be paid by all students and is charged each semester. The student services contribution helps towards the cost of running the cafeterias and student dormitories and also the low priced VVS StudiTicket.

DAAD scholarship holders can get a reimbursement of the EUR 60 administration fee. Contact your DAAD contact person or International Affairs for further information.

For information about how to get an international student ID please see page 39.

6 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.

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

Your student ID card (Studienausweis) has a VVS symbol on the back which validates it for public transportation. You can use your Studienausweis to travel on all buses, Regionalzüge (regional trains), S-Bahnen (commuter trains) and the U-Bahnen (subway) in the Stuttgart region from Mon–Fri after 6.00 p.m. and all day on weekends and holidays.

To get a semester or monthly pass (Verbundpass) use an order form for a travel card for public transportation 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, have it stamped at the IZ and hand it in at one of the sales offices together with a passport photo and a study certificate. Also bring your student ID card. We recommened that you visit one of the sales offices at the Arnulf-Klett-Passage at the main train station, 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, at a ticket machine or online.

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

- **The StudiTicket with Verbundpass**
  If you pay EUR 199.00 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](http://www.vvs.de/studiticketonlinekaufen)

**Night buses** operate on weekends and in Stuttgart also on Thursdays. Most depart from Schlossplatz at 1.20 a.m., 2.00 a.m., 2.30 a.m., 3.10 a.m. and 3.40 a.m. in various directions.

The **S-Bahn** operates once an hour on each line in the nights between Friday to Saturday and Saturday to Sunday. For a detailed schedule visit: [www.nachtaktiv.net/info.html](http://www.nachtaktiv.net/info.html)

Please refer to the time table of [www.vvs.de](http://www.vvs.de).

### 7 Personal liability insurance

**Haftpflichtversicherung**

Unlike health insurance, personal liability insurance is not compulsory in Germany, though we strongly recommend its purchase. This insurance covers damage caused by you to foreign persons or objects (e.g. a rented apartment, laboratories, or your institute), 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**). For application forms and further information, you may also get in touch with your contact person at the IZ.

DAAD scholarship holders automatically have liability and also accident insurance through Continentale. Please familiarize yourself with the conditions and procedures by reading the instructions given in written form by DAAD.
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.

Please find various addresses for temporary accommodation under this link: www.ia.uni-stuttgart.de/internat/studierende/practical/accomm/temporary/index.en.html

Further information on the website of the city of Stuttgart: www.stuttgart.de/en/item/show/336148

Student housing

Student housing is located downtown as well as in Vaihingen and Möhringen and is managed by the Student Services (Studierendenwerk Stuttgart). Doctoral students are not entitled to a place in a dormitory. They can nevertheless apply for a dormitory room if they are under 30 years and have enrolled. Because of very high demand reservations need to be made at least six months prior to arrival. For more information and registration check: https://www.studierendenwerk-stuttgart.de/onlinebewerbung-wohnen

DAAD scholarship holders may reserve a dormitory room through International Affairs. For deadlines and conditions please check (www.ia.uni-stuttgart.de/internat/studierende/practical/accomm/doctoral/index.html). Please be aware of the fact, that booking rooms for couples or families is not possible!

Internet access in the dormitories

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

If you live at one of the dorms managed by Selfnet e.V. you should register online in order to use the internet: www.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 need to go to one of the Selfnet e.V. offices within 14 days after your moving-in date.

For more information on the Rundfunkbeitrag which is a mandatory fee for receiving internet, TV and radio, see page 22

Private accommodation in Stuttgart

It is not easy to find reasonably priced private accommodation in Stuttgart. For information go to: www.ia.uni-stuttgart.de/directto/private

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 classified ads section. Ads for apartments are usually printed on Wednesdays and Saturdays. www.immobilien.stuttgarter-zeitung.de

Some important abbreviations in the ads:

NK Nebenkosten (utilities), usually include: Heizung (heat), Wasser (water), Hausmeister (caretaker), Müll (garbage disposal)

ZKB Zimmer-Küche-Bad (room-kitchen-bath)

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

Furnished flats or rooms for a few weeks or months can also be found at: www.stuttgart-tourist.de/apartments-stuttgart
Please note:
Not all housing offers in the internet are serious, beware of frauds! More information: www.ia.uni-stuttgart.de/internat/studierende/practical/accomm/private/tipps.en.html

Moving into a new apartment
Formalities in the case of an address change, even if within the same city, can be found at: www.ia.uni-stuttgart.de/directto/newaddress

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 no matter private or in the student dorms. The fee amounts to EUR 17,50 per month independent of how many family members or flatmates live there.

Do I have to pay or does my landlord/flatmate/cohabiting partner pay?

The fee is a household charge. That means, one household member (representing the household) has to pay. There are no exemptions or discounts for PhD students or scholarship holders. The fee is considered a part of everyone’s regular living expense in Germany.

Members of a shared apartment usually split the cost of the fee between them, but only one member of the household (one flatmate) registers and pays. If you move into a shared apartment, find out who of your flatmates is the registered, paying household member and ask their fee account number. Similarly, if you cohabit with your spouse or partner (or family), only one of you has to register and pay. If you sub-lease a room or apartment, ask the person whom you have subleased from, whether they already cover the fee and under which fee account number.

Usually the first person in a household to receive the agency’s letter (you, your spouse, partner or a flatmate) registers and becomes the paying household member. Upon receiving the fee account number, the non-paying members (e.g. you, your spouse, partner or other flatmates) have to inform the agency that their fee is already being collected under the registered person’s fee account number.
How do I register and pay?

The broadcasting agency (ARD ZDF Deutschlandradio Beitragsservice) will find you a few weeks after your city registration. You will receive a letter with a registration form, asking you to either register a new fee account or name the existing registered household member and their fee account number. The registration can also be done online.

Do not delay your response. The fee must be paid from the month you first moved into the apartment, regardless of when you make the registration. Note that failure to register, to pay or to pay in time results in high late-payment fees.

For all communication with the agency use the online forms on their website. Deregistrations must be made in writing (letter) and we recommend to send them via registered mail (so-called Einwurf-Einschreiben)! Provide proof of your leaving Germany by attaching a copy of your deregistration certificate from the Registration Office.

Find general information about the current broadcasting fee, your regional branch of the collecting agency and their online forms on the ARD ZDF Deutschlandradio Beitragsservice website.

If you are planning on moving

If your address changes during your stay it is your duty to inform the following institutions (this also applies if you are staying in the same city):

- **Residents’ Registration Office (Rathaus/Bürgerbüro)**
- **Office of Admissions for Foreign Citizens and EU Citizens (Studiensekretariat für ausländische AusländerInnen und EU-BürgerInnen):** change your address in C@MPUS
- DAAD: change your address in the DAAD portal
- your **bank** and your **health insurance company**
- any other relevant institution/person that needs to know about your new address (e.g. mobile phone companies)

Information about formalities in the case of an address change, even if within the same city (or between student dormitories/hostels), can also be found at: www.ia.uni-stuttgart.de/directto/newaddress
Redirect Service (Nachsendeservice)
You can have your mail redirected in case of long-term absence or change of address. For more information check:
www.efiliale.de/efiliale/nachsenden-lagern/nachsendeservice.jsp?deeplink=true
(German only)
Please find a good overview of all important issues for doctoral students at the University of Stuttgart under this link:
http://www.uni-stuttgart.de/home/promovierende/index.en.html

Formal requirements for doctoral studies

The Doctoral Degree Regulations (Promotionsordnung) provide the legal basis for doctoral degree studies. Please consult the current Doctoral Degree Regulations under http://elib.uni-stuttgart.de/bitstream/11682/8748/1/Promotionsordnung_%2022.02.2016_mit%20Merkblatt.pdf (German only)

In order to know which procedures apply and when or where to hand in the needed documents please follow the instructions and explanations under
www.gradus.uni-stuttgart.de/promotion/zulassung_pro_2016/index.en.html

A very important first step is the admission as a doctoral student by the doctoral committee. Without this admission you will not be able to enrol as doctoral student at the university and – important for all Non-EU citizens – you will be in trouble when you need to extend your entrance visa or student residence permit into a residence permit for doctoral studies since the Foreign Registration Offices want to see proof of being admitted by the doctoral committee.

Therefore you need to apply for the admission as a doctoral student to the Doctoral Committee as soon as you found an academic supervisor, by way of the Examination Office (cf. § 4 of the Doctoral Degree Regulations). This can be done also from abroad.
You may find the relevant instructions and forms at
www.gradus.uni-stuttgart.de/promotion/zulassung_pro_2016/index.en.html#2.1.2.2

Graduate Academy of the University of Stuttgart

Since October 2011 the University of Stuttgart has established a Graduate Academy (GRADUS).

GRADUS is intended to offer junior academics high-quality training within a structured
doctoral qualification framework in cooperation with the faculties and existing institutions of the University of Stuttgart, and to ensure and develop standards of excellence within the university’s doctoral research programs. The main focus of its qualification concept is to support the development of each doctoral student into an independent researcher.

GRADUS also acts as a central coordination and service institution for all doctoral students and all bodies of the University of Stuttgart that are involved in doctoral training. It encourages a cooperative, interdisciplinary and internationally oriented doctoral training culture and functions as an inter-faculty forum for academic exchange and ongoing training.

You can have a look at the current qualification program under:
http://www.gradus.uni-stuttgart.de/qualifizierungsprogramm/Veranstaltungskalender/index.en.html

Participation in GRADUS is voluntary. The decision is made by the individual doctoral student in coordination with his/her supervisor. If a doctoral student decides to participate in GRADUS, the GRADUS regulations apply. For further information please check: www.gradus.uni-stuttgart.de/index.en.html

**Office of the GRADUS Graduate Academy**
Geschwister-Scholl-Str. 24 c, 70174 Stuttgart
Contact: Dr. Michael Lorenz
Tel. 0711 685-84287, e-mail: michael.lorenz@verwaltung.uni-stuttgart.de

**Examination Office**
*(Prüfungsamt)*

- e-mail: promotion-support@verwaltung.uni-stuttgart.de
  Vaihingen Campus, Pfaffenwaldring 57, 70569 Stuttgart
  Office hours: Mon, Wed 1.30 p.m.–3.30 p.m.
  Tues, Thu, Fri 9.00 a.m.–12.00 p.m.
  Telephone consultation only outside office hours: Tel. 0711 685-65910
  City Centre, Geschwister-Scholl-Str. 24 c, room 1.129
  Office hours: Mon, Wed 2.00 p.m.–3.30 p.m. Tel. 0711 685-83905

Detailed information about all formal requirements can be found at www.gradus.uni-stuttgart.de/promotion/index.en.html
Please note:
The same formal requirements for the application for admission and for enrolment apply to all doctoral students – with or without participation in GRADUS. To learn more about specific details and advantages of doctoral degree studies at the Graduate Academy of the University of Stuttgart (GRADUS) please check: www.gradus.uni-stuttgart.de/promotion/zulassung_pro_2016/index.en.html#2.3

Academic calendar and holidays

Winter semester: October 1–March 31
Classes begin on Monday, October 17, 2016
Classes end on Saturday, February 11, 2017

Summer semester: April 1–September 30
Classes begin on Monday, April 10, 2017
Classes end on Saturday, July 22, 2017

www.ia.uni-stuttgart.de/internat/bewerber/degree/academical_calendar/index.en.html

Please take note of national and state holidays and daylight saving time. Information under: www.ia.uni-stuttgart.de/directto/holidays and www.ia.uni-stuttgart.de/directto/dst

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 (Dezember 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.
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 www.ia.uni-stuttgart.de/directto/formalities for information regarding necessary formalities including:

- re-registration (Rückmeldung) each semester if you want to stay enrolled
- exmatriculation if you leave the university
- the cancellation of your tenancy agreement
- de-registration at the Bürgerbüro or residence permit extension
- cancellation or extension of your health insurance – make sure to contact your health insurance provider well before exmatriculation!
- de-registration at the ARD ZDF Deutschlandradio Beitragsservice
- closing your German bank account

alumnius – alumni network of the University of Stuttgart

The interdisciplinary alumni network of the University of Stuttgart, called alumnius, offers a wide variety of activities. For the full range of services please visit the following website: www.alumni.uni-stuttgart.de

Please see also the Alumni site of DAAD:
www.alumniportal-deutschland.org

DAAD

Extension of your DAAD scholarship
(Verlängerung des Stipendiums)

Please observe the deadlines for your application for extension: April 30th or November 15th (see brochure “Your DAAD-Scholarship”, 1.9). All documents need to be processed through the DAAD portal.
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 each semester you can sign up for guided tours online: [www.ub.uni-stuttgart.de/lernen-arbeiten/schulungen/](http://www.ub.uni-stuttgart.de/lernen-arbeiten/schulungen/)

Stuttgart also has the following public libraries:

- **Württembergische Landesbibliothek** (State Library)
  Konrad-Adenauer-Str. 8, [www.wlb-stuttgart.de](http://www.wlb-stuttgart.de) Tel. 0711 212-4454
- **Stadtbibliothek**, Mailänder Platz 1
  [www1.stuttgart.de/stadtbibliothek/](http://www1.stuttgart.de/stadtbibliothek/) Tel. 0711 216-91100
- **Mediatheque de l’Institut Français**, Schlossstr. 51
  [www.institutfrancais.de/stuttgart](http://www.institutfrancais.de/stuttgart) Tel. 0711 239250
- **Bibliothek im Italienischen Kulturinstitut**, Kolbstr. 6
  [www.iicbelgrado.esteri.it/IIC_Stoccarda/](http://www.iicbelgrado.esteri.it/IIC_Stoccarda/) Tel. 0711 16281210

These libraries also offer books/media in foreign languages.

Language Centre
(Sprachenzentrum)

The Language Centre offers foreign language courses at many levels and German courses for international students. Participation is free of charge. For all courses you must submit an online registration through C@MPUS by a specific date. There are also materials in the Sprachenzentrum that you may use to study a language independently. For more information, see [www.sz.uni-stuttgart.de](http://www.sz.uni-stuttgart.de)

- **Sprachenzentrum**, Breitscheidstr. 2, 70174 Stuttgart
Office hours: Mon–Thurs 9.30 a.m.–12.00 p.m.
e-mail: sprachenzentrum@sz.uni-stuttgart.de
Tel. 0711 685-88055, www.sz.uni-stuttgart.de/index.en.html  

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 to 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*.
  Online registration: www.sprachduo.de
- University of Bochum eTandem: www.slf.ruhr-uni-bochum.de
- More offers can also be found at the so called *Schwarzes Brett* (bulletin board) at the Sprachenzentrum.

**Internet/e-mail/computer centre (TIK)**

The university’s computer centre (*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 centre campus. You will receive a user account and an e-mail address with your student ID card by mail. Help and information for users is offered at:

- **User’s support** (*TIK-Benutzerberatung*), Pfaffenwaldring 57, mezzanine, HG 705  
  Office hours: Mon–Thurs 9.00 a.m.–5.00 p.m., Fri 9.00 a.m.–1.00 p.m.,  
  Tel. 0711 685-83760
- **User’s support, city centre, university library**  
  (*TIK-Benutzerberatung, Hauptstelle Stadtmitte*), Holzgartenstr. 16  
  Office hours: Mon–Fri 9.00 a.m.–1.00 p.m., Tel. 0711 685-88001
- **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:

www://ilias3.uni-stuttgart.de

**Computer labs:**
- Pfaffenwaldring 57, NWZ II, mezzanine, Mon–Fri 7.00 a.m.–11.00 p.m.,
  Sat 7.00 a.m.–12.00 p.m.
- Pfaffenwaldring 9, IWZ, room 2.270 (2nd floor), Mon–Fri 7.30 a.m.–7.00 p.m.
- Pfaffenwaldring 6, PR6pool, room 0.24, Mon–Fri 7.30 a.m.–6.00 p.m.
- Pfaffenwaldring 45, Universum Pool, Mon–Fri 7.30 a.m.–11.00 p.m.
- University library (city centre), Holzgartenstr. 16, UB Pool,
  Mon–Fri 8.00 a.m.–9.00 p.m., Sat 10.00 a.m.–4.00 p.m.
- Seidenstr. 36, S36 Pool, room 2.093, Mon–Fri 7.30 a.m.–11.00 p.m.

See page 20 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.

**General education**

(*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.uni-stuttgart.de/sg

**DoKUS - Doctoral Candidates Convention of the University of Stuttgart**

DoKUS is the representation of the doctoral candidates at the University of Stuttgart. The elected representatives advocate the interests of doctoral students in various boards of the university. Are you interested to get involved? Or do you have questions or problems regarding your doctoral studies? They will be happy to hear from you.
Best is to contact them by e-mail at vorstand@dokus.uni-stuttgart.de. More information under http://www.uni-stuttgart.de/home/promovierende/dokus/ (German only).

**Ombudsperson**

The Ombudsperson is an impartial and strictly confidential contact person who lends her support to all students and facilitates dialogue between students and the university when they need help to settle disagreements, problems and grievances. The Ombudsperson functions on an informal basis. She does not impose solutions, but acts as a mediator in problem-solving and conflict resolution without breaching confidentiality or anonymity.

Contact: **Dr. Ursula Meiser**, Office of the Rectorate, Azenbergstr. 16, 3rd Floor, Room 3.012, 70174 Stuttgart  
Tel. 0711 685-81007  
e-mail: ursula.meiser@rektorat.uni-stuttgart.de

**International student organisations**

Currently, there are about 30 active international student associations at the University of Stuttgart for those wishing to maintain contact with students from their home country. They organise various events and advise students on general questions regarding life and studies in Stuttgart. For information about scheduled events, on founding a new organisation or for further addresses, please contact: **Ms. Marion Hanssen**, room 1.033, Tel. 0711 685-68552, e-mail: hanssen@ia.uni-stuttgart.de  
www.ia.uni-stuttgart.de/internat/studierende/services/assoc/index.en.html

**Dining halls and cafeterias**

*(Mensen und Cafeterien)*

The Student Services *(Studierendenswerk Stuttgart)* operate several cafés on both university campuses. Cafeterias are usually open between 8.30 a.m. and 4.30 p.m. Dining halls *(Mensen)* are usually open only between 11.15 a.m. and 2.15 p.m. Every day there are different dishes to choose from which cost between EUR 2 to EUR 4. As well as providing lunch at a reasonable price, the dining halls serve as general
**meeting points and information centres.** 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 centre)
- Mensa II, Pfaffenwaldring 45 (Vaihingen campus)

**University sports**
(*Hochschulsport*)

Each semester the university sports (*Hochschulsport*) offers a large range of sports activities. There are also excursions such as skiing and sailing trips. Registration and payment take place online. Further information at: [www.hochschulsport.uni-stuttgart.de](http://www.hochschulsport.uni-stuttgart.de)

**Ecumenical Centre**
(*Ökumenisches Zentrum*)

The Ecumenical Centre 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 centre also has a room for silence and prayer (*Raum der Stille*) which is available for everyone from Monday to Friday irrespective of his/her religious affiliation. The centre is also available for private events.

- **Ökumenisches Zentrum** (*ÖZ*), Allmandring 6, 70569 Stuttgart
  Office hours: Mon–Fri 9.00 a.m.–12.00 p.m., Tue–Thurs 1.30 p.m.–5 p.m.
  Tel. 0711 68 70 68 00, e-mail: info@oekumenisches-zentrum.de,
  [www.oekumenisches-zentrum.de](http://www.oekumenisches-zentrum.de)

- **Café**
  Mon–Fri 11.00 a.m.–2.00 p.m., on Mondays fresh and tasty Falaffel (vegetarian dish) for a very good price!

For information about mosques or prayer places for **Muslims**, places of worship for **Hindhuis** 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](http://www.vvs.de/download/VVSReligEinrichtungen.pdf) (city map with addresses)
PhD mailing list and leisure activities

If you would like to talk about your research topic with other doctoral students at the University of Stuttgart, find new friends for a week-end trip, offer your apartment or furniture to others because you are leaving or always receive new information from International Affairs, we strongly recommend to register at our PhD mailing list: http://listserv.uni-stuttgart.de/mailman/listinfo/phd

Everybody is welcome to participate in the leisure activity program of the IZ like movie nights and other special events in the course of the year. Up to date information can be found online and is distributed through the PhD mailing list. www.ia.uni-stuttgart.de/internat/studierende/services/activity/index.en.html

The student organisation AEGEE-Stuttgart also offers a great leisure program for all international students. Subscribe to their newsletter. For more information visit www.aegee-stuttgart.org

International Affairs on Facebook

University of Stuttgart International
DAAD students in Stuttgart University (closed group for DAAD scholarship holders)

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).
Medical care/psychological counselling

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 by choosing 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 page 7).

In order to receive treatment you need to either present your health insurance card from one of the state health insurance providers (see page 13), 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 company. 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 counselling for students is offered by the counselling centre of the Student Services (Studierendenwerk Stuttgart) free of charge (in German only). For appointments please call:
Tel. 0711 95 74-480 (Mon–Fri 1.30–2.30 p.m.)

Further information:
www.studierendenwerk-stuttgart.de/psychotherapeutische-beratung

Please do not hesitate to contact the International Affairs if you need medical or psychological assistance. 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 free of charge from the beginning of their course of study. The coverage applies
• when attending lectures and seminars,
• during other activities run by the university such as excursions, visits and recognised study groups,
• when participating in trips organised by the university including those abroad
• when participating in student council activities (e.g. stuvus).

For further information please visit the following website:
www.studierendenwerk-stuttgart.de/en/statutory-accident-insurance-for-students

DAAD Scholarship holders are covered by an extra accident insurance with Continentale.

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 95 74-410, e-mail: rechtsberatung@sw-stuttgart.de

Shopping

There are no standardized opening hours in Germany. Some food chains like REWE open their stores Mon-Sat from 08.00 a.m. to 10.00 p.m. or midnight. Usually, downtown shops open between 10.00 a.m. to 08.00 p.m. Many petrol stations are open 24 hours and offer also 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 Tel. 0711 62 72 79

- **Arabic groceries**
  Sevinc Süpermarket, Bebelstr. 57 Tel. 0711 636 95 91
• Kosher groceries
  www.doronia-shop.de/
• Halal quality food
  www.der-puten-shop.de/halal-qualitaet/
  www.alibaba-shop.com/
• Reasonably priced furniture
  new: www.ikea.de
  used: www.sperrmuell.de/
    www.quoka.de/haushalt-moebel/kleinanzeigen
• Laundromats
  S-Vaihingen: Möhringer Landstr. 22, Robert-Leicht-Str. 3
  City centre: Rosenbergstr. 39
  S-Heslach: Böblinger Str. 158
• 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, places that offer internet services include:

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

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 9.00 a.m.–8.00 p.m., Sat 9.00 a.m.–6.00 p.m.
Sundays and holidays: 11.00 a.m.–6.00 p.m.

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 “Hellblaues Nilpferd”, Pfaffenwaldring 57
- **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**

Affordable travel options in Germany are train, carpooling, and (inter-)national bus lines.

- **Travelling by train** is very comfortable and stress-free, but expensive. Information on special offers can be found online at www.bahn.de, e.g. such as the budget prices from EUR 29, Bahncard 25 and 50, the Schönes-Wochenende-Ticket, the Baden-Württemberg-Ticket and InterRail
- **(Inter-)national bus lines** are very cheap, but they might take longer to reach your destination than by train. Information and a price comparison can be found here: www.fernbusse.de
- **Mitfahrzentralen** arrange carpooling options for longer routes. Information can be found at www.blablacar.de and www.bessermitfahren.de
- **Carsharing** is available in most German cities: www.flinkster.de, stuttgart.stadtmobil.de, www.car2go.com or www.carsharing.de
  - Overview: www.fahrt-finder.net
- **Rented cars** are expensive but they offer the most flexible option. More information at: www.europcar.de or www.sixt.de
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 at Wittwer Uni-Buch, Pfaffenwaldring 45, Vaihingen campus, Tel. 0711 682709. The card is valid for 12 months. For more information please see the following webpage: www.isic.org

Information for students with disabilities

Students with disabilities have the possibility to receive counselling by the commissioner for students with disabilities or the Studierendenwerk. They can e.g. claim an extended examination period, certain forms of examinations and use a specific workstation in the library.

Commissioner at the University of Stuttgart:
• Ms. Sigrid Eicken, see: www.uni-stuttgart.de/handicap
  e-mail: studium-mit-handicap@uni-stuttgart.de
  Tel. 0711 685 82531

Contact person at the Studierendenwerk Stuttgart:
• Mr. Ronald Friedrich, e-mail: r.friedrich@sw-stuttgart.de, Tel. 0711 9574-463

Language schools

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
Working

It is possible to work part-time while studying at the University of Stuttgart. For further information about the prerequisites see page 15.

The University of Stuttgart offers a website where you can look for jobs:

www.stellenwerk-stuttgart.de/start.html

You can 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 5500, office hours: Mon–Fri 7.30 a.m.–12.00 p.m., Thurs till 6.00 p.m. 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 a.m.–12.00 p.m., Thurs 7.30 a.m.–6.00 p.m.

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** (Sozialversicherungsnnummer) which you can apply for through your state health insurance provider. If you have mandatory student health insurance your employer will usually apply for it when registering you. 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).
Important addresses

Website of International Affairs

(M) = city centre campus
(V) = Vaihingen campus

• **Admissions Office for Foreign Citizens and EU Citizens**
  (Studiensekretariat) Geschwister-Scholl-Str. 24b
  Tel. 0711 685-83628

• **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

• **Exam Office** *(Prüfungsamt)*, NWZ II (V)
  Pfaffenwaldring 57, ground floor, room 0.328
  Tel. 0711 685-64628

• **Foreign registration office** *(Ausländerbehörde)*
  Eberhardstr. 39
  Tel. 0711 216-91992

• **International Affairs** *(Dezernat Internationales)*
  Pfaffenwaldring 60 (IZ)
  Tel. 0711 685-68599

• **Internet/E-Mail/Computer Centre** *(Technische Informations- und Kommunikationsdienste)*/TIK (V), Allmandring 30
  Tel. 0711 685-88000

• **Internship Office** *(Praktikantenamt)*
  Allmandring 35, room 0.105
  Tel. 0711 685-61840

• **Language Centre** *(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
- **SSB/VVS offices** (public transportation)
  Arnulf-Klett-Passage (underneath the main station)
  Rotebühlplatz (underground station)
  Charlottenplatz (underground station)
- **Student services** (*Studierendenwerk Stuttgart*)
  (main office) Rosenbergstr. 18 Tel. 0711 9574-410
  (branch office on campus) Pfaffenwaldring 50 a/7 Tel. 0711 9574-470
- **Student council** (*stuvus*)
  *Hellblaues Nilpferd* (V) Pfaffenwaldring 57 Tel. 0711 685-62003
  *Zentrales Fachschaften-Büro/ZFB* (M)
  Keplerstr. 17 (KII), floor 2a Tel. 0711 685-83055,-83054
- **Student counseling centre**
  (*Zentrale Studienberatung/ZSB*) Geschwister-Scholl-Str. 24 c Tel. 0711 685-82133
- **Tourist Information** “i-Punkt”
  Königstr. 1 a Tel. 0711 2228-8100
- **TTI business-start-up**
  Nobelstraße 15 Tel. 0711 6868-7490
- **University library, city centre**
  (*Universitätsbibliothek Stadtmitte*) Holzgartenstr. 16 Tel. 0711 685-82273
- **University library Vaihingen** (*Universitätsbibliothek Vaihingen*)
  Pfaffenwaldring 55 Tel. 0711 685-64044
- **User’s support** (*TIK-Benutzerberatung*)
  Pfaffenwaldring 57 (V), Holzgartenstr. 16 (M) Tel. 0711 685-88001
Campus maps

Vaihingen
1 Student dormitories Pfaffenhof
2 S-Bahn stop Universität
3 University Library Vaihingen
4 BW Bank and Exam Office, Pfaffenwaldring 57
5 Cashier’s office, Pfaffenwaldring 55
6 Student dormitories Allmandring
7 International Centre (IZ), Pfaffenwaldring 60
8 Student dormitories Straußäcker
9 Mensa Vaihingen, Pfaffenwaldring 45

City centre
1 Main station
2 Admissions Office for Foreign Citizens and EU Citizens, Geschwister-Scholl-Str. 24b
3 University Library city centre, Holzgartenstr. 16
4 Central administration, Keplerstr. 7
5 Mensa city centre, Holzgartenstr. 9