Pre-departure Checklist

For visiting exchange students
Summer semester 2017
Erasmus and Overseas Programs
This brochure will inform you about the following:

1. What you need to think of prior to your arrival in Stuttgart
2. First steps after your arrival in Stuttgart
3. Academic calendar

**What you need to think of prior to coming to Stuttgart**

- **Bring along the following papers and documents to Germany:**
  - **Letter of admission** (*Zulassungsbescheid*) which you generated from the C@mpus system.
  - If you have applied for a room in the student dormitory: housing information and rental contract
  - Your **passport**
  - **Visa:**
    - EU-Students: citizens of the EU, Australia, Brazil, Canada, Japan, South Korea, New Zealand, Israel and the USA do NOT need a visa to enter the country.
    - NON-EU-Students: Citizens of a non-EU country not mentioned above need a visa. Citizens of Australia, Canada, Japan, South Korea, New Zealand, Israel and the USA need a proof of sufficient financial resources, e.g. a proof of scholarship or a bank statement. A form for a bank statement is available at the Office of International Affairs, e-mail: incoming@ia.uni-stuttgart.de (not applicable to EU citizens)
  - **Health Insurance:**
    - EU-Students: Students from EU COUNTRIES need the European health insurance card (EHIC) for proof of health insurance. It is available at the health insurance company of your home country.
    - NON-EU-Students: Due to German regulations, students from NON-EU COUNTRIES are required to purchase a student health insurance at a local insurance company in Stuttgart which amounts to approx. 90 EUR per month. You will receive further information at the Office of International Affairs after your arrival.

*Please note:*
The compulsory student health insurance comes into effect at the inception of the term (April 1). If you arrive ahead of time, e.g. to attend the language course, we strongly recommend that you take out travel health insurance at your home country to cover the period until April 1.

- If you have applied for our intensive German course you will receive a confirmation via email. Bring this confirmation with you.
- In case you are a scholarship holder of the Baden-Württemberg Foundation (BW scholarship) make sure to bring the original scholarship contract with you
Items of practical use

If you arrive in Stuttgart on a Saturday/Sunday or before your rental contract begins, you will not be able to move into your dormitory room. We suggest you stay at a youth hostel or at a guest house for the first nights. Please be sure to book in advance. For more information please visit our website:

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

- Make sure that you have enough cash available: All exchange students will have to pay a semester contribution of 105,60 EUR in order to get enrolled. You will receive more information after your arrival. If you have applied for the intensive German course you have to pay the course fee (250 EUR) after your arrival in Stuttgart by bank transfer.

- You will also need some small change (about 5,00 EUR) for public transportation from the airport/ train station to the Vaihingen campus or city centre.

- Do not forget to bring along clothing for rainy and cold weather.

- Do not forget to bring along any medicine you might need to take regularly.

- For all electrical appliances, you will need a 220 volt adapter.

- If you have applied for the intensive German course the official date of arrival is Wednesday, March 1, 2017 when we expect you to come to our office at the International Center (IZ). The first moving-in day is Wednesday, March 1, 2017. Please remember that you can get the dorm key only during the office hours of the caretaker (Hausmeister) of your dorm which you can find enclosed in your housing information package!

Buddy program

The international buddy program ready.study.stuttgart aims to support you during your start here in Stuttgart. Our buddies will welcome you at the terminal, help you to buy a ticket for the public transportation and show you which train you need to take in order to get to your accommodation. On Vaihingen campus you will be also welcomed by a buddy team. One of the buddies may see you to your accommodation on request.

Additionally, you can register for the guidance on formalities. One buddy will accompany you and other students to open a bank account, deal with the health insurance and to register with the residence registration office.

There is a limited amount of places available (first come, first served).

Please register at least 3 weeks prior to your arrival here:

www.uni-stuttgart.de/en/study/international/ready-study-stuttgart/pick-up/
Please make sure to arrive on Wednesday, March 1, 2017. Only students who are present from the first day on can attend the intensive German course (IGC) and participate in the following extensive course during the semester.

**Wednesday, March 1, 2017:**
Arrival, moving into your dorm room, registering at the IZ, picking up your personal Welcome Package, settling formalities

**If you move into a student dormitory:**
1. Go to the office of the caretaker (*Hausmeister*) of your dorm. Please remember the office hours (see housing information)!
2. Move into your dorm room and relax.

**Everybody:**
3. Go to the Office of International Affairs at the IZ. All students will receive a Welcome Package with information about the formalities and a detailed program about the following days. During some information sessions in small groups we go through all the formalities and help you with the authorities.

**Erasmus students:**
4. Make an appointment with your Erasmus student advisor!

*Please note:*
Erasmus students come from universities of EU countries and Turkey.
Overseas students are visiting exchange students from outside of the European Union, e. g. North and Latin America!
ERASMUS Mundus students come from all over the world. They study for two semesters and complete a Master’s degree.

**Office hours during the arrival week in March:**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Office hours</th>
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</thead>
<tbody>
<tr>
<td>Wed</td>
<td>March 1</td>
<td>09:00 a.m. to 12.00 p.m.</td>
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<tr>
<td></td>
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<td>1.30 p.m. to 4.00 p.m.</td>
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<tr>
<td>Thu</td>
<td>March 2</td>
<td>10:00 a.m. to 12.00 p.m.</td>
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<td></td>
<td></td>
<td>1.30 p.m. to 4.00 p.m.</td>
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<tr>
<td>Fri</td>
<td>March 3</td>
<td>10:00 a.m. to 12.00 p.m.</td>
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<tr>
<td>Mon</td>
<td>March 6</td>
<td>10:00 a.m. to 12.00 p.m.</td>
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<tr>
<td></td>
<td></td>
<td>1.30 p.m. to 4.00 p.m.</td>
</tr>
<tr>
<td>Tue</td>
<td>March 7</td>
<td>10:00 a.m. to 12.00 p.m.</td>
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**Regular office hours of the Office of International Affairs:**

<table>
<thead>
<tr>
<th>Day</th>
<th>Office hours</th>
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</thead>
<tbody>
<tr>
<td>Mon - Fri</td>
<td>10.00 a.m. to 12.00 p.m.</td>
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<tr>
<td>Mon, Wed</td>
<td>01.30 p.m. to 04.00 p.m.</td>
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**Address:**
Office of International Affairs - Internationales Zentrum (IZ)
Pfaffenwaldring 60 (Vaihingen Campus), level 1
70569 Stuttgart
Phone +49 (0)711-685 685-66

📧 E-Mail: incoming@ia.uni-stuttgart.de (Erasmus students)
📧 incoming2@ia.uni-stuttgart.de (Overseas students)
We recommend that visiting exchange students who do not participate in our intensive German course in March arrive in the week before the lectures start (e.g. from Monday, April 3 onwards). Every student will receive a Welcome Package with information about the formalities, studying in Stuttgart and the city of Stuttgart.

<table>
<thead>
<tr>
<th>Orientation Program for students arriving in April</th>
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<tbody>
<tr>
<td><strong>Summer Semester 2017</strong></td>
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<tr>
<td>Classes start: Mon, Apr 10, 2017</td>
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<tr>
<td>Classes end: Sat, Jul 22, 2017</td>
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*Please remember:*

Because of the Whitsun holidays there are no lectures from Tuesday, June 6 to Saturday, June 10.

The university and all shops are closed on public holidays:

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday Name</th>
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<tbody>
<tr>
<td>Friday, April 14</td>
<td>Good Friday</td>
</tr>
<tr>
<td>Monday, April 17</td>
<td>Easter Monday</td>
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<tr>
<td>Sunday, May 1</td>
<td>Labor Day</td>
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<tr>
<td>Thursday, May 25</td>
<td>Ascension Day</td>
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<td>Monday, June 5</td>
<td>Whit Monday</td>
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<tr>
<td>Thursday, June 15</td>
<td>Corpus Christi</td>
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</table>

Classes usually do not take place from mid-February to mid-April and from mid-July to mid-October. However, many examinations and block courses take place during these periods.

**Welcome to Stuttgart!**

We hope that you will have a very pleasant and rewarding stay!

Your Office of International Affairs