Welcome Guide
for international students
2016/2017

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the map on the left hand
side is not valid anymore.

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University of Stuttgart
International Affairs
Welcome to Stuttgart .................................................. 4
Assistance and counselling ........................................ 5
International Affairs at the IZ (Dezernat Internationales im Internationalen Zentrum) 5
Department of International Education Services .................. 5
Department of Intercultural Training (IU) .......................... 6
Cross Cultural Mentoring Program ................................. 7
Admissions Office for Foreign Citizens and EU Citizens (Studiensekretariat für Ausländer/innen und EU-Bürger/innen) .......... 8
Important emergency numbers .................................... 9

Getting started in Stuttgart – Checklist ................................ 11
1 Accommodation/deposit ........................................... 11
2 Opening a bank account ......................................... 12
3 Health insurance .................................................. 13
4 Residence registration and residence permit (Anmeldung/Aufenthaltserlaubnis) 15
5 Registration at the university (Einschreibung) .................... 18
6 Semester and monthly passes for public transportation ............ 20
7 Personal liability insurance (Haftpflichtversicherung) ........... 21

Accommodation in Stuttgart ....................................... 22
Temporary accommodation in Stuttgart .......................... 22
Student housing ..................................................... 22
Private accommodation in Stuttgart ............................... 24
Broadcasting service fee (Rundfunkbeitrag) ......................... 25

Studying at the University of Stuttgart ............................ 26
Academic departments and campuses of the university ........... 26
Academic calendar .................................................. 26
The university course catalogue .................................... 27
Introductory programs for new students ........................... 27
Academic guidance .................................................. 27
Examinations ......................................................... 28
Internships (Praktika) .................................................. 28
**Additional information brochures** .......................................................... 28
**Important formalities during and at the end of your studies** ......................... 29

**The facilities and organisations of the University of Stuttgart** .................. 30
University library (*Universitätsbibliothek*) .................................................. 30
Language Centre (*Sprachenzentrum*) .......................................................... 30
Internet/e-mail/computer centre (*TIK*) ......................................................... 31
General education (*Studium Generale*) ......................................................... 32
stuvus/student councils (*stuvus/Fachgruppen*) ........................................... 32
International student organisations ............................................................... 33
Dining halls and cafeterias (*Mensen und Cafeterien*) ................................... 33
University sports (*Hochschulsport*) ........................................................... 34
Ecumenical Centre (*Ökumenisches Zentrum*) ................................................ 34
AEGEE ........................................................................................................... 34

**Everyday information** ............................................................................ 35
Medical care/psychological counselling .......................................................... 35
Statutory accident insurance for students ....................................................... 36
Legal advice .................................................................................................... 36
Shopping ......................................................................................................... 36
Public internet terminals .................................................................................. 37
Culture and leisure in Stuttgart .................................................................... 37
Travelling ......................................................................................................... 38
International student identity card ................................................................. 39
Information for students with disabilities ....................................................... 39
Language schools ........................................................................................... 39
How do I find a job? ....................................................................................... 40

**Important addresses** ............................................................................. 41

**Maps** ........................................................................................................ 43
Stuttgart city centre ....................................................................................... 43
Campus maps .................................................................................................. 44
Dear student

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

Begin with reading this brochure, visit our information sessions and then tackle the formalities one by one with the help of our checklist. Quickly you will find your way around on campus, make new friends and explore Stuttgart and surroundings with pleasure.

If you should 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 Office of International Affairs at the IZ

Please note:
Some information given in this brochure is only valid for certain groups of students. Especially pay attention to the distinction between:

- **Degree students** aiming to complete a degree at the University of Stuttgart
- **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, Erasmus Mundus students or overseas students from our non-EU partner universities.
International Affairs at the IZ  
(Dezernat Internationales im Internationalen Zentrum)

Internationales Zentrum (IZ), Vaihingen Campus, Pfaffenwaldring 60, 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.

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 offered by the IZ  
• 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 1.039  
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. Raphaela Diel, room 1.031  
Tel. 0711 685-68545, e-mail: diel@ia.uni-stuttgart.de
• For students in the international Master’s programs GEOENGINE, INFOTECH, ITECH, IUSD and PHYSICS  
• Double Master’s students
Ms. Ursula Habel, room 1.033
Tel. 0711 685-68546, e-mail: habel@ia.uni-stuttgart.de
• International Master’s programs COMMAS, MIP, WAREM and WASTE
• PhD students and DAAD Scholarship holders

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
• Erasmus Mundus students (Computational Mechanics and Physics Fusion EP)

Ms. Melanie Schillo, room 1.039
Tel. 0711 685-68570, e-mail: schillo@ia.uni-stuttgart.de
• Erasmus students (Europe)
• Double Master’s students

Ms. Fabienne Schopf, room 1.025
Tel. 0711 685-68556, e-mail: schopf@ia.uni-stuttgart.de
• ready.study.stuttgart (buddy program)
• Erasmus students (Eastern Europe)

Ms. Rebecca Schwenger, room 1.037
Tel. 0711 685-68571, e-mail: schwenger@ia.uni-stuttgart.de
• Exchange students from overseas

Department of Intercultural Training (IU)
The Department of Intercultural Training (Interkultureller Unterricht) of International Affairs organises German language courses for certain groups of international students.
Secretariat Floor 0, room 0.008, Tel. 0711 685-68585
Office hours: Mon, Tues, Thurs 10.00 a.m.-12.00 p.m.,
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:
Ms. Sibylle Waldenmaier, room 0.004
Tel. 0711 685-68562, e-mail: waldenmaier@ia.uni-stuttgart.de
Office hours: Mon, Tues, Thurs 10.00 a.m.–12.00 p.m.
Mo 1.00 p.m.–2.00 p.m
• Preparatory German courses for degree students (TestDaf)
• Information on the examination TestDaF
Dr. Karin Herrmann, room 0.010
Tel. 0711 685-68564, e-mail: herrmann@ia.uni-stuttgart.de
Office hours: Tues 10.00 a.m.–12.00 p.m.
• International Master’s programs
Mr. Francesco Cucinotta, room 0.008
Tel. 0711 685-68565, e-mail: cucinotta@ia.uni-stuttgart.de
Office hours: Tues 10.30 a.m.–12.00 p.m., 2.00 p.m.–3.30 p.m.
• Erasmus students
• Exchange students from overseas
• Erasmus Mundus students
• Double Master’s students

Cross Cultural Mentoring Program
During their studies in Germany, international degree students (mentees) are supported by a student in a higher semester.
Basement, room 0.018, Tel. 0711 685-68555
Office hours: Mon–Thurs 9.00 a.m.–12.30 p.m. and 1.30 p.m.–3.30 p.m.

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

Contact persons:
Ms. Maja Heidenreich and Ms. Claudia Schubert
Tel. 0711 685-68555/68666, e-mail: mentoring@ia.uni-stuttgart.de Floor U, room 0.018
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.
[link](http://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)
  Balingen Str. 31 · 70567 Stuttgart-Möhringen Tel. 0711 89 90-3400
- Polizeiposten Vaihingen
  Robert-Leicht-Str. 15 · 70563 Stuttgart-Vaihingen Tel. 0711 89 90-4460
- 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 7885-3333

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 2092-2447
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) and a form with which you must apply for a new passport at the embassy or consulate 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!
In order to save yourself time, money, and frustration, it is very important that you take the following steps in the order given below.

1 Accommodation/deposit

**Student housing**

Information on how to apply for a student dorm see page 22. If you have received a room offer by *Studierendenwerk Stuttgart* (Student Services) 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.

**Exchange students** have the opportunity to purchase bed linen and coverlets from the *Hausmeister* of their student dormitory for EUR 45. This payment is withdrawn automatically from your bank account along with the first payment of rent. For **degree students** of the international Master’s programs bed linen and coverlets are already included in the room rent.

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*. 

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Checked by the Welcome Team

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**Checklist for your first steps**

- Accommodation/deposit
- Student housing
- Student services
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 *Einzugsschreiben*.

### Private accommodation

If you were not able to book a room in the student dormitories and need to look for private accommodation you can check our information on page 24 or on our homepage: [www.ia.uni-stuttgart.de/directto/private](http://www.ia.uni-stuttgart.de/directto/private)

### 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.

Students who had to open a so-called **blocked account** (*Sperrkonto*) in their home country before coming to Germany need to open a regular personal checking account. You may transfer the maximum monthly amount from your blocked account by standing order. Thus you may carry out transfers and authorise the *Studierendenwerk Stuttgart* to withdraw your monthly rent.

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

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.

Health insurance for citizens from non-EU countries

Non-EU students under 30 have to purchase a mandatory student health insurance at a state health insurance provider. This insurance costs about EUR 90 per month and covers most medical and dental costs. 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 10.

All students under 30 years who have already obtained private health insurance through their scholarship program (e.g. Erasmus Mundus students, DAAD or IPSWaT scholarshipholders, etc.) must get an exemption from the obligation to have mandatory student health insurance (Befreiungsbescheinigung) from any of the state health insurance providers for enrollment, and for the application of a residence permit.

Please note:

You can only be covered by student health insurance while enrolled at the university (at the earliest from October 1 or April 1 depending on the semester).

All non-EU students over 30 years of age must take out private health insurance, e.g. with:

- www.union-verdi.de/dsw-studenten-kv
- www.care-concept.de
- www.educare24.de
Health insurance for EU citizens

As an EU citizen a European Health Insurance Card (EHIC) from your insurance provider in your home country is required. Take this card to a state health insurance provider in Germany and have them issue you an exemption letter from mandatory German health insurance (Befreiung von der Krankenversicherungspflicht), which is required for enrolling at the university. 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 10 at the pharmacy.

Take with you:
- Letter of admission (Zulassungsbescheid)
- Passport
- European Health Insurance Card (EHIC) (only EU-citizens)

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.

Addresses of health insurance providers:
- **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**, Commundo Tagungshotel, Universitätsstr. 34
  Office hours: Mon–Fri 10.30 a.m.–3.00 p.m. Tel. 0711 65 69 15 32

- **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
4 Residence registration and residence permit
(Anmeldung/Aufenthaltserlaubnis)

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

**EU citizens**
EU citizens are required to register at one of the branches of the residents’ registration office (Bürgerbüro) within the first fourteen days upon their arrival in Stuttgart (see page 17 for address).

**The following documents must be provided:**
- Your passport or ID card
- Registration form (Anmeldung), filled out and signed, available at the IZ or at any Bürgerbüro
- Form Wohnungsgeberbescheinigung = a confirmation that you have moved in signed by your landlord or landlady or your moving in letter from the Studierendenwerk

**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 in Stuttgart they must register and apply for a residence permit (Aufenthaltserlaubnis) at the office of public order (Amt für öffentliche Ordnung). There, they must first go to the residents’ registration office (Bürgerbüro Mitte) on the second floor, then apply for a residence permit (Aufenthaltserlaubnis) at the foreign registration office (Ausländerbehörde) on the first floor. See the address on page 17.
The following documents must be provided:

- Your passport
- One biometrical photo (see page 16)
- Registration form (Anmeldung), filled out and signed
- Form Wohnungsgeberbescheinigung = a confirmation that you have moved in signed by your landlord or landlady or your moving in letter from the Studierendewerk
- Letter of admission (Zulassungsbescheid) from the University of Stuttgart
- Health insurance certificate (Versicherungsbescheinigung)
- Proof of sufficient funds (at least EUR 720 per month) e.g. a bank statement or a letter of award from a scholarship organisation
- **EUR 50** handling charge – publicly funded scholarship holders, such as DAAD or IPSWaT scholars, are exempted from this charge! Exchange students need a written confirmation issued by the IZ for a waiver.

**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. Upon arriving in Stuttgart, these students must register and apply for a residence permit (Aufenthaltserlaubnis). They can do so at any branch of the residents’ registration office (Bürgerbüro).

The following documents must be provided:

- Your passport
- Registration form (Anmeldung), filled out and signed, available at the IZ or at any Bürgerbüro
- Form Wohnungsgeberbescheinigung = a confirmation that you have moved in signed by your landlord or landlady or your moving in letter from the Studierendewerk
- Letter of admission (Zulassungsbescheid) from the University of Stuttgart
- One biometrical photo
- Health insurance certificate (Krankenversicherungsnachweis)
- **EUR 50** handling charge – publicly funded scholarship holders, such as DAAD or IPSWaT scholars, are exempted from this charge! Exchange students need a written confirmation issued by the IZ for a waiver.
**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.

**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)*
    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)*
    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

You may also go to any of the resident’s registration offices, e.g.:

- **Residents' registration office Vaihingen** *(Bürgerbüro Vaihingen)*
  Rathausplatz 1
  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 216-93700

Addresses of further Bürgerbüros: [www.stuttgart.de/buergerbueros](http://www.stuttgart.de/buergerbueros)

**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. **Re-entry** is not possible upon stays abroad lasting 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 laws for German students. Students from all other nations are allowed to work a maximum of 20 hours per week as a student assistant *(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.
TestDaF students attending the German course for study preparation are not allowed to work during the course.

For further information about how to find a job, please refer to page 40.

5 Registration at the university
(Einschreibung)

Please follow our guidelines for a successful enrolment. Make sure to have the following documents as pdf at hand: letter of admission, proof of health insurance, passport sized photograph (all students), residence permit (students from non-EU countries only), APS certificate (students from China, Mongolia and Vietnam only).

- Go to www://campus.uni-stuttgart.de. Log in to your account and open your application.
- Scroll down to the “Enrolment” section and click “add data”.
- Add details on your health insurance in Germany.
  **Students from non-EU countries who are under 30 years of age:** You are required to purchase a German student health insurance by law. Choose “I am insured through the German public health insurance system” and add details on your health insurance.
  **Students from EU countries or students from non-EU countries above the age of 30:** Choose “I currently have a foreign social security, and will present the according documents, or exemption of compulsory insurance in Germany, latest by beginning of studies”.
- Upload your proof of health insurance. If you have not received it yet, you can also upload it later. Then upload a passport sized photo for your student identity card and fill in the question about examination entitlement in Germany.
- After completing this step, you should be able to download your application for enrolment. This documents needs to be **printed and signed by you**. Please go in person to the Admissions Office and hand in the above mentioned documents:
  Universität Stuttgart
  Studiensekretariat für Ausländer/innen
  Geschwister-Scholl-Str. 24 b
  70174 Stuttgart
  - In addition to your health insurance certificate, you will need to **upload the following documents** in order to enrol at the University of Stuttgart: letter of admission,
passport sized photograph (all students), residence permit (students from non-EU countries only), APS certificate (students from China, Mongolia and Vietnam only).

- The last and final step on your way to enrolment is payment of the semester fee. **Degree students** have to pay a semester fee of EUR 165.60. The semester fee is a contribution towards the social and administrative services and towards the student body, which has to be paid by all students. **Exchange students** have to pay a **reduced fee of EUR 105.60** (it is in some cases possible that a higher amount is stated in C@MPUS. Please still transfer the reduced amount!). For payment details, please click semester (right below “Print application for enrolment”). A new window will open up and provide you with details on your fee.

**Please note:**
In C@MPUS you will find payment details to use on the bank transfer slip. Please enter these details right onto your transfer slip precisely as indicated. Mind the blank spaces!

- While the Admissions Office is checking your application, you are able to check its status in C@MPUS as well as upload missing documents. Once your payment and application for enrolment have been received and all documents are uploaded, enrolment becomes effective. Now you will be able to download certificates of enrolment from the C@MPUS system.

**Important:**
**Your student ID** card and the stamp validating your student ID will be sent to you **by post** to the address you entered in C@MPUS. In order to make sure that your student ID card will be sent to your current address in German, please change your address in C@MPUS as soon as you have arrived in Germany. If you do not have an address in Germany, you may enter the address of a friend to whom the student ID can be shipped.

In case you have technical questions, please contact support@campus.uni-stuttgart.de For information about how to get an **international student ID** please see page 39.
Please note:
In addition to the semester contribution TestDaF students are charged a course fee for the TestDaF classes. The enrolment will be completed after the course fee has been paid. Further information will be given in class.

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 recommend 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.

- 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. 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.
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 Studentenhotel**, Neckarstr. 172, Tel. 0711 41 43 00, e-mail: studi-hotel@sw-stuttgart.de, [www.studierendenwerk-stuttgart.de/wohnen/internationales-studentenhotel](http://www.studierendenwerk-stuttgart.de/wohnen/internationales-studentenhotel), from the main station take U 9 (Hedelfingen) or U 14 (Remseck) and get off at Stöckach.

- **Jugendherberge Stuttgart International**, Haußmannstr. 27, Tel. 0711 664 74 70, e-mail: info@jugendherberge-stuttgart.de, [www.stuttgart.jugendherberge-bw.de](http://www.stuttgart.jugendherberge-bw.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.stuttgart-neckarpark.jugendherberge-bw.de](http://www.stuttgart-neckarpark.jugendherberge-bw.de), right next to the train station Bad Cannstatt (S 1, 2, 3)

- **Jugendgästehaus**, Richard-Wagner-Str. 2–4 a, Tel. 0711 24 11 32, e-mail: jgh-stuttgart@internationaler-bund.de, [www.hostel-stuttgart.de](http://www.hostel-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](http://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 downtown as well as in Vaihingen and Möhringen and are managed by the Student Services (**Studierendenwerk Stuttgart**). You can apply online for a dormitory room: [www.studierendenwerk-stuttgart.de/onlinebewerbung-wohnen](http://www.studierendenwerk-stuttgart.de/onlinebewerbung-wohnen). However, you have to anticipate a waiting period of approximately six months.

- **Studierendenwerk Stuttgart** Rosenbergstr. 18, Tel. 0711 957 44 10 or 0711 957 44 11, e-mail: info@sw-stuttgart.de, [www.studierendenwerk-stuttgart.de](http://www.studierendenwerk-stuttgart.de)

Office hours: Mon–Thurs 9.00 a.m.–3.30 p.m., Fri 9.00 a.m.–12.00 p.m.
The following dormitories are located on campus Vaihingen, please find below the addresses and telephone numbers of their Hausmeister offices:

- Allmandring I: Allmandring 8 e, basement Tel. 0711 120-7860
- Allmandring II: Allmandring 24 a Tel. 0711 677-0137
- Allmandring III: Allmandring 26 a Tel. 0711 677-1512
- Pfaffenhof I: Pfaffenwaldring 44 b 104 Tel. 0711 674-2359
- Pfaffenhof II: Pfaffenwaldring 50 a Tel. 0711 656-9361
- Straußäcker I: Pfaffenwaldring 64a/1 Tel. 0711 120-7923
- Straußäcker II: Universitätsstr. 104 b, basement Tel. 0711 120-8381
- Straußäcker III: Allmandring 3 e, basement Tel. 0711 687-6129

Office hours of the Hausmeister offices in Vaihingen and Möhringen:
Mon–Thurs 1.30 p.m.–2.30 p.m., Fri 8.00 a.m.–9.00 a.m.

Exception – Pfaffenhof II office hours:
Mon, Tues, Thurs 7.15–7.45 a.m., Fri 3.00–3.30 p.m.

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 37 Tel. 0711 67324304
  Take the train U 5, U 6 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 3808654
  Office hours: Mon 7.30–8.30 a.m., Thurs 3.00–3.30 p.m.
  Take the S-Bahn 1 (direction Kirchheim), get off at Untertürkheim.

The dormitories Heilmannstraße in Stuttgart Mitte can be reached as follows:
- Heilmannstraße 3–7 Tel. 0152 01627935
  Office hours: Tues 8.00–9.00 a.m., Thurs 1.30–2.30 p.m.
- Heilmannstraße 4 a–4 b Tel. 0711 9335930
  Office hours: Mon, Fri 7.30–8.30 a.m., Wed 1.30–2.30 p.m.
  Take the train U 9 (direction Hedelfingen) or U 14 (Remseck), get off at Neckartor.

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.

Offices of Selfnet e.V.:  Allmandring 8 a (basement), Holzgartenstraße 9 a (1st basement), Rosenbergstraße 68 (1st basement, across from the elevator), Heilmannstraße 4 b (entrance to the right side) und Filderbahnplatz 35 (basement). Further information and office hours see: www.selfnet.de/en/pages/officehours.html

For more information on the Rundfunkbeitrag which is a mandatory fee for receiving internet, TV and radio, see page 25.

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. 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. 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 between 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/home/fakultaeten/index.en.html

To get to Vaihingen from the city centre 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 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.

**The university course catalogue**

The courses offered at the University of Stuttgart are described either in LSF (www.lsf.uni-stuttgart.de) or in C@MPUS (www.uni-stuttgart.de/campus/fuer_studierende/dokumentation/stundenplanerstellung_en.pdf). Some study programs in humanities offer an annotated course catalogue with detailed course descriptions at: www.uni-stuttgart.de/studieren/studium/vvz/kvvz/

**Introductory programs for new students**

Each study program offers introductory, course-related meetings. You can find the time and location for these introductory meetings at the department, or Fachschaftsbüro, or online: www.uni-stuttgart.de/studieren/beginn/einfuehrungen

An orientation program integrated in the intensive German course for exchange students and international Master's students and an extra program for degree and exchange students who cannot participate in the intensive German course is offered by International Affairs. The orientation sessions for the latter group take place in the week before lectures start. During the sessions, important advice about living in Stuttgart as well as general information about studying at the University of Stuttgart will be provided. Registration for the different sessions in person at the IZ. For further information visit www.ia.uni-stuttgart.de/internat/studierende/services/orientation.

**Academic guidance**

General academic guidance for degree students is offered by the Student Counselling Centre (ZSB): www.uni-stuttgart.de/studieren/beratung/zsb/index.en.html.

Subject specific guidance is available in each department by Fachstudienberater and/or Studiengangsmanager:

www.uni-stuttgart.de/studieren/beratung/infostellen/fachberatung/ (German only)
International Affairs at the IZ organize academic counselling for exchange students from overseas. Students get detailed information after their arrival in Stuttgart. Erasmus students receive academic counselling from their Erasmus student advisor at the University of Stuttgart. Master’s students obtain course information from their course director.

Examinations

Examinations, whether oral or written, usually take place during the lecture free period (vorlesungsfreie Zeit). Degree-seeking students must register for examinations through in LSF (www.lsf.uni-stuttgart.de).

Note:

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

Internships

(Praktika)

Some degree programs require that you complete one or more internships (Betriebspraktika) before you graduate. The Internship Office (Praktikantenamt, address see page 41 or www.uni-stuttgart.de/studieren/studium/praktika) 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 IZ in May for placements in the winter semester or November for placements in the summer semester.

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 57, 70569 Stuttgart
• *Wegweiser für StudienanfängerInnen*, a guide for new students published by the *Student Counselling Centre (Zentrale Studienberatung/ZSB)*, available only in the winter semester: Geschwister-Scholl-Str. 24c, 70174 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 [www.ia.uni-stuttgart.de/directto/formalities](http://www.ia.uni-stuttgart.de/directto/formalities) 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 well 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.

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 (y.colak@sw-stuttgart.de) in advance.

**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

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

**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](http://www.alumni.uni-stuttgart.de)
The facilities and organisations 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 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](http://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](http://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](http://www.sz.uni-stuttgart.de/tandem)  
• The student association AEGEE also offers a **SprachDuo**.  
  Online registration: [www.sprachduo.de](http://www.sprachduo.de)  
• University of Bochum eTandem: [www.slf.ruhr-uni-bochum.de](http://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**), Pfaffentaldring 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 23 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

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. Further information: www.stuvus.uni-stuttgart.de. This is the address of the stuvus office:
**Zentrales Fachschaften-Büro (ZFB)**
Room 2.038, floor 2a, Keplerstr. 17 (KII), 70174 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.uni-stuttgart.de/studieren/beginn/einfuehrungen

The addresses of the student councils can be found here: www.stuvus.uni-stuttgart.de/ueber-uns/fachgruppen/

**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 (*Studierendenwerk 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.

- 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
- 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 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](http://www.vvs.de/download/VVSReligEinrichtungen.pdf) (city map with addresses)

**AEGEE**

The student organisation AEGEE Stuttgart also offers a great leisure program for all international students. More at: [www.aegee-stuttgart.org](http://www.aegee-stuttgart.org)
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 9).

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 9574-480 (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 by accident insurance free of charge. The coverage applies
• when attending lectures and seminars,
• during other activities run by the university such as visits, workshops, sports courses, using the university library
• 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. For further information please visit the following website:
www.studierendenwerk-stuttgart.de/en/statutory-accident-insurance-for-students

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 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 68 27 09. 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 commission 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 95 74-463

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
How do I find a job?

It is possible to work part-time while studying at the University of Stuttgart. For rules and regulations of working in Germany see page 17.

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/start.html

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 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 (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).
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)
  Pfaffentalring 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. 2a, 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

• **Resident’s registration office Vaihingen** *(Bürgerbüro Vaihingen)*
  Rathausplatz 1

• **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
  (branch office on campus) Pfaffenwaldring 50 a/7

• **Student council** *(stuvus)*
  *Hellblaues Nilpferd* (V) Pfaffenwaldring 57
  *Zentrales Fachschaften-Büro/ZFB* (M)
  Keplerstr. 17 (KII), floor 2a

• **Student counseling centre** *(Zentrale Studienberatung/ZSB)*
  Geschwister-Scholl-Str. 24 c

• **Tourist Information** “i-Punkt”
  Königstr. 1 a

• **University library, city centre** *(Universitätsbibliothek Stadtmitte)*
  Holzgartenstr. 16

• **University library Vaihingen** *(Universitätsbibliothek Vaihingen)*
  Pfaffenwaldring 55

• **User’s support** *(TIK-Benutzerberatung)*
  Pfaffenwaldring 57 (V), Holzgartenstr. 16 (M)
Stuttgart city centre

Main station (Hauptbahnhof)

Admissions Office for Foreign Citizens and EU Citizens (Studiensekretariat)
Geschw.-Scholl-Str. 24

AOK
Kronenstr. 22

University library (Universitätsbibliothek)

Mensa city centre (Mensa)

Central administration
Keplerstr. 7

S-Bahn Station Stadtmitte

DAK Stuttgart
Königstr. 21

TK City Plaza, 1st floor
Rotebühlstr. 25

Office of public order (Amt für öffentliche Ordnung)
Eberhardstr. 39
Campus maps

Vaihingen
1 Student dormitories Pfaffenhof
2 S-Bahn stop Universität
3 University library Vaihingen
4 BW Bank, 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. 24 b
3 University library city centre, Holzgartenstr. 16
4 Central administration, Keplerstr. 7
5 Mensa city centre, Holzgartenstr. 9