



**University of Stuttgart**  
Germany

**Welcome  
checklist for  
exchange  
students  
2024**



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**Dear international exchange and program students,**

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

With this “Welcome Checklist” you will be able to tackle one by one all the formalities in order to get enrolled at the University of Stuttgart for your studies as an Erasmus, Overseas, or Double Masters student.

Do you need further information? Please send an e-mail to the International Office at [incoming@ia.uni-stuttgart.de](mailto:incoming@ia.uni-stuttgart.de) or visit us during our [open office hours](#). The International Office is more than happy to support you.

We wish you a great start at the University of Stuttgart!

Your International Office team at the IZ

## 1. Getting started Checklist

The following checklist makes your start in Stuttgart much easier. We recommend taking the following steps in the order given below.

If you are planning to arrive in Stuttgart **later** than **September/March 15**: we **strongly recommend** you to start the **enrollment** process while you are **still abroad** (see 1.6 registration at the University). **You** have to expect a **processing time** of up to **three weeks** as the Office for Application, Admission, Enrollment must check your enrollment first. Only then you will be able to **register for your courses** in C@MPUS.

### ● 1.1 Accommodation

#### **Moving into your student dorm**

As an Erasmus, Overseas or Double Masters student you have priority access to the dormitory provider SWS [Studierendenwerk Stuttgart].

You can check in into your dormitory **only during** the office hours of your caretaker. Therefore, please check you moving-in letter [Einzugsschreiben] you have received from the SWS for the **office hours of the caretaker**. As proof of your identity please present your **passport** and your **moving-in letter** at the caretaker’s office [Hausmeisterbüro].

Should the first day of your moving-in month be on a weekend or a public holiday, you can only check in on the first following working day (Monday to Friday). It is possible to have someone collect your room keys before arrival. It is necessary to send this person (for example your

buddy) an authorization. Please use the form sent along with the moving-in letter.

Before your arrival you already have transferred EUR 700,- to the SWS. As soon as you have opened your bank account in Germany, please fill in your SEPA direct debit authorization [SEPA-Lastschrift] and hand it in to the caretaker's office **in person**. You should have received the SEPA form together with your tenancy agreement. With the SEPA authorization, your monthly rent can be debited automatically from your bank account.

#### PLEASE NOTE

All students (EU and non-EU citizens) with a dorm room at the SWS or the VSSW must have a **German** bank account for the SEPA direct debit authorization [SEPA-Lastschrift]!

For office hours of your caretaker see your moving-in letter or: [www.studierendenwerk-stuttgart.de/en/accommodation/dormitories](http://www.studierendenwerk-stuttgart.de/en/accommodation/dormitories)

New tenants of the SWS have the opportunity to purchase **bed linen and coverlets** from the caretaker of their student dorm for approx. **EUR 65** (availability not guaranteed). This payment is withdrawn automatically from your bank account along with the first payment of rent. Please check, if the **duration of your rental contract** corresponds to your exchange semester(s). If it is incorrect or you need to extend it after one semester, please contact the International Office in time.

#### Internet access in the dormitories

For the following dormitories, you should register with Selfnet e.V. before arrival in order to receive immediate access to the internet: Allmandring, Bauhäusle, Pfaffenhof, Straußäcker, Filderbahnplatz, Alexanderstraße, Anna-Herrigel, Birkenwaldstraße, Brückenstraße, Heilmannstraße, In der Au, Kernerstraße, Landhausstraße, Max-Kade-Haus, Neckarstraße, Rieckestraße, Rosensteinstraße, Theodor-Heuss-Heim, Wiederholdstraße, and Boardinghouse Stuttgart. **For all other dormitories, the internet is already included in the rent and installed.**

With Selfnet, a EUR 9,50 membership fee for the current month is due after registration. Membership does not end automatically, cancellation is possible only at the end of each month.

Here you can find the current office hours of the support: <https://www.selfnet.de/support/contact.html>. Please find frequently asked questions here: [Selfnet e.V. - Selfnet - Support - FAQ](#)

## ● 1.2 Health insurance

All students are required to show proof of health insurance by the time of enrollment at the latest. Please consider the different requirements for EU and non-EU citizens.

### **Health insurance for citizens from non-EU countries**

Non-EU students under the age of 30 have to purchase mandatory student health insurance at a state health insurance provider in order to be able to enroll at the University of Stuttgart. This insurance costs about EUR 120 per month and covers most medical and dental costs including hospital treatment. Please check the different state health insurance providers below and inform yourself about their offers and services. You can register for your health insurance online before arrival or in person upon arrival.

#### The following documents are required:

- Your letter of admission [Zulassungsbescheid]
- A passport-sized photo (for your health insurance card)
- Your IBAN of your German bank account (can be provided later)

After you have taken out health insurance, the insurance provider will inform the university electronically about your health insurance status before enrollment. This can take some days. If the student portal C@MPUS shows any error message, please contact your German health insurance provider.

### **Health insurance for EU citizens**

As an EU citizen, you are required to bring a European Health Insurance Card (EHIC or GHIC) from your insurance provider in your home country. In order to enroll, you will have to get in touch with any state health insurance provider (contact details see below) and notify them about your EHIC or GHIC: send an e-mail with images of the front and back of your EHIC, ask for the digital confirmation for enrollment at the University and write your full name, current address, date of birth, "Universität Stuttgart Keplerstr. 7, 70174 Stuttgart" and April 1st as date on which your studies begin.

As the next step, the German provider needs to transmit this information electronically to the University of Stuttgart. Only then you can be enrolled. Please make sure to always carry your original health insurance card with you. You should receive necessary medical treatment at a doctor, dentist, or in a

#### **PLEASE NOTE**

For EU nationals who take on a minijob, a working student job or a paid internship during their studies, German health insurance is mandatory.



hospital with your EHIC or GHIC. For prescriptions, you will have to pay a fee between EUR 5 and EUR 10 at the pharmacy. If you do **not** have the **EHIC** or **GHIC**, you are required to **take out** the mandatory **student health insurance** in Germany (examples of insurance providers in chapter 1.2).

### **Special rules and exceptions**

All students from countries that have a social security agreement [Sozialversicherungsabkommen] with the EU (Bosnia-Herzegovina, North Macedonia, Montenegro, Switzerland, Serbia, Turkey, Tunisia, UK) need to **verify first in their home country** if this agreement can be considered for their exchange: Please contact your health insurance provider in your home country to obtain the required proof. It is important that the document is valid for the entire duration of your stay at the University of Stuttgart. Only after this step you should get in touch with any German state health insurance provider and submit the required proof from your home country. As the next step, the German provider needs to transmit this information electronically to the University of Stuttgart for your enrollment.

All students under the age of 30 who have already obtained **private** health insurance through their **scholarship program** (e. g. Erasmus Mundus students, DAAD scholarship holders) need to contact any state health insurance provider and present proof of their scholarship award including health insurance. Before they can enroll, a health insurance provider must confirm their exemption from the state health insurance electronically to the university.

All non-EU students **over the age of 30** must take out private health insurance. Please consult the International Office if you need further information. You need to contact any state health insurance provider and present proof of your private health insurance. Before you can be enrolled, the health insurance provider must confirm with the university electronically that you are exempt from state health insurance.

### **Delayed entry to Germany**

In case of delayed entry (e.g. due to visa delays), the insurance fees are due retroactively to the beginning of the semester.

### **Travelling outside of Germany**

#### **PLEASE NOTE**

The student health insurance only comes into effect with the enrollment (at the earliest from October 1 or April 1, when the semester starts). If you arrive earlier, please make sure to be insured temporarily (e. g. travel health insurance).

If you plan to travel outside Germany we recommend that you take out travel health insurance for a fee of about EUR 15 - 20 per year (available at most banks or health insurance companies).

#### PLEASE NOTE

Regardless of how you are insured: electronic transmission to the University is always conducted via a statutory health insurance company. The transmission process takes up to 5 working days. More information can be found here: <https://www.student.uni-stuttgart.de/en/organizing-studies/formalities/health-insurance/>.

Contact details of selected state health insurance providers:

AOK Campus Vaihingen, Mensa II, Pfaffenwaldring 45  
Office hours: Tue, Wed, Thu 11:00 a.m. - 2:00 p.m.  
Tel.: 0711 202069-6910, e-mail: [andreas.koehn@bw.aok.de](mailto:andreas.koehn@bw.aok.de)

Barmer GEK Vaihingen, Liebknechtstr. 29  
Office hours: Mon - Thu 9 a.m. - 4 p.m., Fri 9 a.m. - 1 p.m.  
Tel. 0800 333 10 10 [Kontakt](#)

DAK Stuttgart, Königstr. 21  
Office hours: Mon - Wed 8 a.m. - 4 p.m., Thu 8 a.m. - 5 p.m., Fri 8 a.m. - 1 p.m., Tel. 0711 342 52 70, [service745400@dak.de](mailto:service745400@dak.de)

TK Campus Vaihingen, Mensa II, Pfaffenwaldring 45  
Office hours: Tue - Thu 11:15 a.m. - 2:15 p.m.  
Tel.: 0800 285 85 85, e-mail: [natascha.edelmann@tk.de](mailto:natascha.edelmann@tk.de)  
EU-citizens with EHIC-card can contact directly: [ehic@tk.de](mailto:ehic@tk.de)

### ● 1.3 Residence registration

Anyone staying in Germany for longer than 90 days is required to register with the residents' registration office [Bürgerbüro] in their place of residence within **fourteen days upon arrival**. There you will be provided with a confirmation of registration [Meldebestätigung]. You need this document for opening a bank account and for obtaining a residence permit (if applicable).

The following documents are required:

- Your passport or ID card
- Registration form [Anmeldung], filled out and signed (available at the IZ, from the caretaker [Hausmeister], at any residents' registration office [Bürgerbüro] or online at <https://www.stuttgart.de/medien/ibs/meldeschein.pdf> (in German



Meldeschein



Wohnungsgeber  
-Bescheinigung

only). English instructions for completing the document are available at the International Office.

- Form [Wohnungsgeber-Bescheinigung] = a confirmation that you have moved in, signed by your landlord. SWS tenants show their moving-in letter [Einzugsschreiben].

You have to **register in person at the residents' registration office** in order to get your confirmation [Meldebescheinigung]. In Stuttgart, you can go to any [[Bürgerbüro](#)]. Please check the office hours and current regulations at the relevant [Bürgerbüro] online beforehand.



Bürgerbüros

#### PLEASE NOTE

If you move, you need to communicate your new address. Should you move to another city, you need to register there with the city administration. They will automatically de-register your former address.

Non-EU students who need to apply for a residence permit can only do so at the city where they are currently registered. The responsibility of the foreigners' registration office changes with the registration at a new place of residence.

#### Some Addresses in Stuttgart:

- Residents' registration office Vaihingen [Bürgerbüro Vaihingen]  
Rathausplatz 1 (take bus 82 and get off at Vaihinger Rathaus)
- Office of public order – main office [Amt für öffentliche Ordnung]  
Residents' registration office city center [Bürgerbüro Mitte], 2nd floor Eberhardstr. 39 (take U 1 or U 2 or U 4 and get off at Rathaus)

#### 14 days trial ticket (public transport)

New citizens can travel free of charge in the VVS network for 14 days after their registration at the residents' registration office. This requires a stay of minimum six months and a minimum age of 18. The ticket can be downloaded and printed after registration at the residents' registration office via a coupon code. **You will have to ask for the code at the residents' registration office.** The starting date of the ticket can be chosen freely, you can get it at the [SSB Ticket shop](#) [SSB-Schnupperticket für Neubürger]



## ● 1.4 Opening a bank account

If you are a **non-EU** student, you **must** have a German bank account, a so-called personal current account [Girokonto], to pay bills and participate in the direct debit procedure, which means that the money will be taken out of your account automatically at the right time. The **rent of the student dorm** as well as your **health insurance** can only be paid by using the direct debit procedure.

All **EU students** must have a **German** bank account too in case they have a **dorm room** at the **SWS** or the **VSSW** for the SEPA direct debit authorization [SEPA-Lastschrift], even if they have a bank account in another EU-country! Only if you definitely do not need to use the direct debit procedure (see above) and you are in Germany for only a short time, it might not be necessary to open a German bank account.

### Local bank versus online bank

You can open a personal current account in person at either a local bank or an online bank [Direktbank]. Usually, you can open a bank account at an online bank rather promptly. However, they offer online or hotline support only, whereas, at a local bank, you will have immediate support in person if you experience problems.

Please consider informing yourself about the process of opening an account with the local bank of your choice. Some banks might have the option of opening a bank account online instead of appointments in person.

### The following documents are required:

- Proof of your residence registration (see chapter 1.3 above)
- Passport (Non-EU students) or identity card (EU-citizens)
- Letter of admission from the University of Stuttgart (in order to get a student bank account)
- University enrollment certificate (can be provided later)
- Non-EU citizens: Visa or residence permit (can be provided later)

Examples of internet banks (no recommendations)

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

Examples of local banks (no recommendations)

- BW-Bank (Sparkassen-Gruppe), [www.bw-bank.de](http://www.bw-bank.de)
- Commerzbank, [www.commerzbank.de](http://www.commerzbank.de)

- Deutsche Bank, [www.deutsche-bank.de/ms/pc/home.html](http://www.deutsche-bank.de/ms/pc/home.html) (with the Deutsche Bank, you can apply online and bring your original documents later to the local branch office)
- Postbank, [www.postbank.de](http://www.postbank.de)
- Volksbank-Raiffeisenbank, [www.vr.de/privatkunden.html](http://www.vr.de/privatkunden.html)

Upon opening a current account, you will receive a bank EC card with which you can withdraw cash without charge 24/7 from any of your bank's ATMs.

#### PLEASE NOTE

When withdrawing cash from another bank (or ATM), you may be charged extra fees! Please inform yourself when opening a bank account which cash machines you can use and how many times you can take out money for free.

#### Do you have a blocked account?

Please follow the instructions given by your blocked bank account provider. You need to open a regular personal current account [Girokonto] that has no limitations. You may transfer the maximum monthly amount from your blocked account by standing order to your regular current account. Then you will be able to carry out transfers and authorize the SWS to withdraw your monthly rent. Fill out the SEPA direct debit authorization form [SEPA-Lastschrift] obtained by the caretaker for the payment of your rent and hand it in as soon as possible.

## ● 1.5 Residence and work permit

### **Non-EU students who do not require an entrance visa**

Citizens from, for example, Australia, Brazil, Canada, Japan, South Korea, the UK and the USA may enter Germany without a visa. However, you have to apply for a residence permit **upon arrival**.

### **Non-EU citizens who require an entrance visa**

Students from countries for which an entrance visa is required must have a student visa issued by the German embassy in their home country. Just in case your **visa** does **not** cover the whole period of your stay, you need to apply for a residence permit with the foreigners' registration office [Ausländerbehörde] of your place of residence **at the latest** one week before your **entrance visa** expires.

Please note: If your visa covers the **whole period of your stay** you do **not** need to apply for a residence permit.

### IMPORTANT INFORMATION

The foreigners' registration office is understaffed at the moment. It can take a long time to get an answer and an appointment to apply for a residence permit: We strongly suggest you to **send your documents via e-mail** to the foreigners' registration office [Ausländerbehörde] in order to apply for a residence permit. Add a note that you want to apply for a residence permit for the first time: The [Ausländerbehörde] will send you after several weeks a [Fiktionsbescheinigung] by letter post (or give you an appointment to apply for a residence permit).

We are happy to provide you with an **e-mail template** in order to apply for a residence permit, just contact us at [incoming@ia.uni-stuttgart.de](mailto:incoming@ia.uni-stuttgart.de)

You need to send the following documents to the foreigners' registration office via e-mail:

- Completed and signed application form for a residence permit [Antrag auf Aufenthaltserlaubnis]
- A copy of your passport with your visa (if applicable)
- A biometrical photo (see below)
- Letter of admission [Zulassungsbescheid] from the University of Stuttgart
- Proof of sufficient funds (minimum EUR 934 per month) e. g. a bank statement from a German account or a scholarship letter
- Health insurance confirmation [Versicherungsbescheinigung] from a German health insurance provider
- Confirmation of registration [Meldebestätigung] (see chapter 1.3 residence registration)
- Fee waiver (issued by the International Office for Erasmus and Overseas exchange students).
- EUR 100,- (Double Master and all other students)



Application for a residence permit

**Biometrical photos** are special photos required by the foreigners' registration office: [Further information](#).

You can find a guideline on the application for a residence permit as well as all required forms [online](#). (Go to: Formulare > Application for a residence permit).

Depending on the initial letter of your **family name** send the documents requested to the following e-mail:

Letter A - E: [auslaenderrecht.ae@stuttgart.de](mailto:auslaenderrecht.ae@stuttgart.de)

Letter F - M: [auslaenderrecht.fm@stuttgart.de](mailto:auslaenderrecht.fm@stuttgart.de)

Letter N - Z: [auslaenderrecht.nz@stuttgart.de](mailto:auslaenderrecht.nz@stuttgart.de)

Due to the current high workload, it can take up to several weeks to get an answer, please do **not** resend your request several times.

### Important note for Non-EU citizens

If you wish to leave Germany temporarily, make sure that your passport and residence permit are still valid for the duration of your stay abroad and allow you to re-enter the country. Re-entry is not possible upon stays abroad lasting longer than six months. You need to apply for a certificate of non-expiration [Bescheinigung über das Nichterlöschen eines Aufenthaltstitels] when leaving Germany for more than 6 months.

### Work permit

Students who are EU citizens can work a maximum of 20 hours per week in accordance with the applicable laws for German students. Students of other nationality may only work under certain conditions in accordance to their visa or residence permit (normally 140 full days or 280 half days maximum per calendar year).

Please note: Non-degree students including exchange students (Erasmus and Overseas) are **not** entitled for Hiwi positions at the University.

## ● 1.6 Registration at the university (enrollment)

Please log into your account at [campus.uni-stuttgart.de/](https://campus.uni-stuttgart.de/) and open your application:

- Please submit all the data requested in your C@MPUS account, add your health insurance data (you can skip the field asking for your insurance number!). For further information on health insurance, please see chapter 1.2 (Health insurance).
- Upload your passport photo and **all** the other specified documents. (Non-EU students do **not** need to submit a visa or residence permit anymore for enrollment).
- Transfer your reduced semester contribution for exchange students of approx. 94,- EUR (for details please check your C@MPUS account).

Double Masters and Erasmus/Overseas exchange students are exempt from paying the tuition fee of EUR 1.500,- per semester. (Non-EU Erasmus Mundus students are not exempt from these fees).

- **Make sure your health insurance status** is listed correctly (white hook on green dot). If not, please contact your state health insurance provider! If you have no health insurance policy, please contact any German health insurance provider (e.g. see addresses under chapter 1.2). For further information on health insurance please see chapter 1.2. (Health insurance).

#### PLEASE NOTE

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

### General information on the enrollment process and student ID

Please note that you have to expect a **processing time** of up to three weeks from uploading all your documents to your C@MPUS account to your actual enrollment. Therefore we recommend you to **start** the enrollment process **while you are still abroad**, if you are planning to arrive in Stuttgart later than March 15. While the Office for Application, Admission, Enrollment is checking your application for enrollment, you are able to check its status in C@MPUS.

After you have successfully enrolled and if you are in Germany, the Office for Application, Admission, Enrollment will provide you with your student ID card [ECUS \(Electronic Card University of Stuttgart\)](#)

After your arrival in Stuttgart make sure to **update your address** in your C@MPUS account to your address in Germany. It is important that your name is written on your letter box, otherwise, postal mail will not be delivered.

Once your enrollment becomes effective, you will be able to download the certificate of enrollment from the C@MPUS system. You also will be able to download your semester grades from C@MPUS.

In case you have technical questions concerning C@MPUS, please contact [support@campus.uni-stuttgart.de](mailto:support@campus.uni-stuttgart.de).

Further information: [Enrolling at the University of Stuttgart | For students | University of Stuttgart \(uni-stuttgart.de\)](#).

#### PLEASE NOTE

Your student ID will only be produced and sent to you via postal mail if you entered a German address in your C@MPUS account.

For information about how to get an international student ID please see [www.isic.org](http://www.isic.org) or [www.student.uni-stuttgart.de/en/uni-a-to-z/Internationaler-Studierendenausweis/](http://www.student.uni-stuttgart.de/en/uni-a-to-z/Internationaler-Studierendenausweis/)

## ● 1.7 Semester and monthly tickets for public transportation

Stuttgart has a very good public transportation system. You can travel by regional trains [Regionalzüge], commuter trains [S-Bahn], subway [U-Bahn], or bus. There are several fare zones [Tarifzonen] and each zone travelled through requires a fee.

An [overview of the VVS zones](#) as well as further ticket information (prices, booking) and an overview of the rail and track network can be found online.



VVS

### PLEASE NOTE

You can download the useful VVS app <https://www.vvs.de/vvs-app> which shows all train connections in and around Stuttgart as well as information on [how to buy tickets \(vvs.de\)](#).

## Some examples of tickets

### SSB/VVS 14 days trial ticket

New citizens can travel free of charge in the VVS network for 14 days after their registration at the residents' registration office – if they stay at least six months and are 18 years or older. The trial ticket [14-Tage-Schnupper-Ticket] can be downloaded and printed **after registration** at the **residents' registration office** via a **coupon code**.

**Please note:** You will have to ask for the code at the residents' registration office (see chapter 1.3) and finally redeem the voucher online at the [SSB Ticket shop](#). The starting date of the ticket can be chosen freely.

### Deutschlandticket

This [ticket](#) for the **whole local** public transport in **Germany** is only available online and as an standing order [Abonnement] for EUR 49,- per month. Please note it is not valid in long-distance trains. In comparison to the JugendTicketBW (see below) this ticket is a bit more



expensive but there is no age limit and it can be cancelled monthly. You can buy the Deutschlandticket **without any proof** of being a student.

**Please note:** you can buy the ticket online through the websites or the apps of the Deutsche Bahn (DB) or the SSB. If you buy the ticket through the apps, you can buy it even for the current month (but you will still have to pay the whole price). Payment is usually done through SEPA-direct debit [Lastschriftmandat] from your bank account.

### DeutschlandticketJugendBW

Only as soon as you are **officially enrolled** at the University of Stuttgart it is possible to purchase the so called [DeutschlandticketJugendBW](#) for students (without solos). This ticket only comes into effect on April 1 at the earliest! Young people **under 27** can travel within the whole VVS network and use the local public transport in Baden-Württemberg for EUR 30,42 per month (**only** as a subscription for one year).

**Please note:** If you cancel the contract for this ticket within the first year, the price advantage will no longer apply (you would pay EUR 49,- per month instead of EUR 30,42).

### Night buses

Night buses operate every night. Most depart from the station "Schlossplatz" between 1.20 a.m. and 3.40 a.m. in various directions. The [S-Bahn] operates once an hour on each line on the nights between Friday to Saturday and Saturday to Sunday and before holidays. Please refer to the timetable of [Nachtverkehr \(vvs.de\)](#).

### Summer 2024 [Stammstreckensperrung]

From July 27 to September 7, 2024, the S-Bahn does not operate between the stops "Hauptbahnhof", "Universität" and "Österfeld". As a replacement, buses operate between the main station and Campus Vaihingen as well as between Vaihingen train station and Campus Vaihingen. In both cases, buses stop at "Haltestelle Universität (Schleife)" near Universitätsstr. 38 (Computer Science). Please find further information at <https://www.vvs.de/stammstreckensperrung24> (information will be updated from May 2024).

### **Do you need personal help buying a ticket?**

If you are already in Stuttgart, you may go to one of the following **sales offices** of the SSB [Stuttgarter Straßenbahnen] or VVS [Verkehrsverbund Stuttgart].



SSB

- **SSB KundenCentrum Hauptbahnhof** (Main train station): Arnulf-Klett-Platz 3, 70173 Stuttgart (Monday-Friday 7.30 a.m. to 6.30 p.m.)
- **SSB KundenCentrum Rotebühlpassage**: S-Bahn station [Stadtmitte], 70173 Stuttgart (Monday-Friday 7.30 a.m. to 6.30 p.m.)
- **SSB KundenCentrum Charlottenplatz**: Charlottenplatz 1 (U-Bahn station), 70173 Stuttgart (Monday-Friday 7.30 a.m. to 6.30 p.m.)
- **VVS-Infothek Königstraße 1 A, i-Punkt, 70173 Stuttgart** (Monday-Friday 10 a.m. to 6 p.m.)

All important information about tickets: <https://www.ssb-ag.de/Tickets/>

## ● 1.8 Broadcasting service fee (GEZ)

The so-called [Rundfunkbeitrag] (broadcasting service fee) is a mandatory fee for receiving the state-funded radio and TV programs. It has to be paid by every household even when you don't take advantage of those programs.

The fee is approx. EUR 18,- per month. If you share an apartment, you can also share the broadcasting service fee. You or one of your flatmates must register with the so-called "ARD ZDF Deutschlandradio Beitragsservice".

The non-paying members do not have to personally register but have to inform the agency that their fee has already been paid under the registered person's fee account number.

More information and the registration/ deregistration forms which need to be sent online are available at [Der Rundfunkbeitrag - English](#). Students living in the student dormitory, please also check [the Broadcast Service Information](#).



Rundfunkbeitrag

## ● 1.9 Personal liability insurance

Unlike health insurance, personal liability insurance is not compulsory in Germany. However, we strongly recommend getting it. This insurance covers damage you cause to persons or objects (e. g. a rented apartment), sometimes including even the loss of keys. The price ranges from EUR 60 to EUR 100 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 [Vergleich Haftpflchtversicherung].

## 2. Edit and print documents

Due to different procedures of authorities in Stuttgart, you may need to fill or hand in documents either online or printed.

If possible, please fill in and sign documents online and save them as a pdf file. If you need to fill in a pdf which cannot be filled in online, the following tip might help:

1. Visit the website: <https://www.pdfescape.com/open/>
2. Click Free Online and then select "Load PDF from Internet".
3. Enter the URL of the form you need.
4. Select the Text Tool at the top left.
5. Click on the green double arrow on the far left to download the edited PDF.

### Copy shops in Vaihingen and the city center

If you prefer or have to fill in and sign the original of a form, please find information about copy shops close to our campus in Vaihingen or the city center below:

**Stuttgart-Vaihingen 's Kopierlädle - printshop** on Campus Vaihingen next to the Mensa entrance

Address: Pfaffenwaldring 45, 70569 Stuttgart

Opening hours: Mon-Fri 11:30 am – 1:30 pm (online shop is open 24/7)

Website: <https://kopierlaedle.de/en/#td-block-1>

Phone: 0711/685-62942, e-mail: [info@kopierlaedle.de](mailto:info@kopierlaedle.de)

**Kaufland** – copying machine

Kaufland is a big supermarket inside the shopping mall called Schwabengalerie. At the entrance, close to the service point, you can use a copying machine.

Address: Schwabenplatz 1, 70563 Stuttgart (bus stop: Vaihingen Rathaus)

Opening hours: Mon - Sat: 7 a.m. - 10 p.m.

Website: <https://www.schwabengalerie.com/>

Phone: 0711 3586010

**Schwäbisches Tintenlädle** is a copy shop in the city center of Vaihingen: Approx.10 min by public transport from the campus Vaihingen of the University of Stuttgart.

Address: Robert-Koch-Str. 2, 70563 Stuttgart

Opening hours: Mon - Fri: 10 a.m. to 6:30 p.m., Sat: 10 a.m. - 3 p.m.

Website: <https://www.schwaebisches-tintenlaedle.de/unser-angebot/copyshop/>

Phone: 0176 70894733, e-mail: [schwaebisches-tintenlaedle@web.de](mailto:schwaebisches-tintenlaedle@web.de)

### Stuttgart city center

The **Kopierzentrum** is a copy shop in the city center: An approx. 8 min walk from the campus of the University of Stuttgart in the city center, as well as from the main station (Hauptbahnhof).

Address: Stephanstr. 33, 70173 Stuttgart

Opening hours: Mon - Fri: 9 a.m. - 7 p.m. (in August: Mon-Fri 9 a.m. – 4 p.m.)

Website: [www.kopierzentrum-stuttgart.de/](http://www.kopierzentrum-stuttgart.de/)

Phone: 0711 292535, e-mail: [info@kopierzentrum-stuttgart.de](mailto:info@kopierzentrum-stuttgart.de)

## 3. Academic calendar

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<b>Summer semester 2024</b>	<b>April 1 – September 30</b>
Classes begin	Monday, April 08, 2024
Classes end	Saturday, July 20, 2024
<b>Winter semester 2024/25</b>	<b>October 1 – March 31</b>
Classes begin	Monday, October 14, 2024
Classes end	Saturday, February 08, 2025

Please take note of national and state holidays as well as of the automatic summer/winter time changeover by the end of March and October. See also [our academic calendar online](#).

Please mind the **registration period** for **examinations** in the summer semester: May 14 – June 04, 2024 and the **re-registration period** for the following semester (July 15 – August 15, 2024).

### Semester break and holidays [Vorlesungsfreie Zeit]

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

In case you want to leave Germany before your examinations take place, please contact as soon as possible academic coordinator or your teaching staff in order to check if this will be possible or not.

## 4. Dining halls and cafeterias

[Mensen und Cafeterien]

The Student Services [Studierendenwerk Stuttgart] operates several [cafés](#) at both university campuses. Cafeterias are usually open between 8 a.m. and 6 p.m. Dining halls [Mensen] are usually open only between 11.15 a.m. and 2.15 p.m. The opening hours vary between semester times and the lecture-free period.

Every day there are different dishes to choose from which cost between EUR 3 to EUR 6. You can see the current menu [online](#).

As well as providing lunch at a reasonable price, the dining halls are also meeting points and information centers. You can find almost anything on the bulletin boards [Schwarzes Brett]: events, sale and exchange offers, rooms for rent etc.

- Mensa Central, Ossietzkystr. 3 (Campus City Center)
- Mensa Vaihingen, Pfaffenwaldring 45 (Campus Vaihingen)

### Food and coffee to go

You can take away all meals and coffee in the cafeterias and dining halls. Just ask the staff at the counter and you will receive the meal of your choice in a REBOWL (returnable tray EUR 5 deposit). After use, you can return the tray to the cafeterias of Studierendenwerk Stuttgart or any other participating catering establishment. Beverages can be purchased in a returnable cup from RECUP (EUR 1 deposit).

## 5. Shopping

There are no standardized opening hours in Germany. Some food chains like REWE open their stores Mon-Sat from 8 a.m. - 10 p.m. or until midnight. Usually, downtown shops open between 10 a.m. - 8 p.m. All regular businesses are closed on Sundays. Many petrol stations are open 24 hours and also offer food, snacks, drinks and toiletries. The shops around Rotebühlplatz and some shops in the Arnulf-Klett-Passage have longer opening hours and are also open on weekends. Here are some tips for the specific needs of international students:

### Asian groceries

- [GoAsia](#) Königstraße 1c

### Arabic groceries

- Alsendiebad, Urbanstraße 61
- Pamir Markt, Hauptstraße 19

### Kosher groceries

- [Doronia](#)

### Halal quality food

- [Höhenrainer](#)
- Erciyes Süpermarket, Inselstr. 5

### Reasonably priced furniture

- New: <https://www.ikea.de>
- Used: <https://www.ebay-kleinanzeigen.de/>

### Laundromats

- [wash&go](#)
- City center: Wilhelmstr. 11
- S-West: Schwabstr. 73

### Sustainable and regional groceries

- [Toogoodtogo](#)
- [Stuttgart weekly markets](#)
- [Stuttgart flea markets](#)
- [Food sharing cafe](#), Johannesstr. 97
- Zero waste shops
  - [Schüttgut](#), Vogelsangstr. 51
  - [Wandel.Handel](#), Wagenburgstr. 123

### Items for free

- [www.verschenkmarkt-stuttgart.de/](http://www.verschenkmarkt-stuttgart.de/)
- [Ebay Kleinanzeigen](#), category [zu verschenken]



## 6. Public internet terminals

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

- Treffpunkt Rotebühlplatz, Rotebühlplatz 28 (free WiFi), Mon - Sat: 7.30 a.m. - 10 p.m., Sun and holidays: 8.30 a.m. - 6 p.m.
- Jugendagentur Stuttgart, Esslinger Str. 42 (free WiFi), Mon: 2 p.m. - 6 p.m.
- Stadtbibliothek Stuttgart, Mailänder Platz 1 (and district libraries in many parts of Stuttgart), Mon - Sat: 9 a.m. - 9 p.m. Wi-Fi can only be used with a library account and ID. Check [this link](#) for more information about internet, PC, and printer usage in the city library:
- Rathausbücherei, Marktplatz 1 (free WiFi), Mon - Wed 8 a.m. - 12.30 p.m. and 1.30 p.m. - 3.30 p.m., Thu 8 a.m. - 12.30 p.m. and 1.30 p.m. - 5 p.m., Fri 8 a.m. - 12.30 p.m.
- Starbucks Coffee House, Königstr. 44 (bring your own notebook), Mon - Sat 7.00 a.m. - 10 p.m., Sun 10 a.m. - 9 p.m.
- Free WiFi at some places in Stuttgart: <https://www.stuttgart-tourist.de/wlan-in-stuttgart>

Please note that opening hours might change.

### Free WiFi on campus

- On campus and at 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.
- Students without access to eduroam may select the network **uni-stuttgart-open** from the list of available WLANs. After connecting for the first time users are automatically redirected to a login portal where they must confirm the ICT terms and conditions. This confirmation activates internet access for the next eight hours. After that this must be repeated.