WELCOME GUIDE
for international students
2020 / 2021

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Welcome to Stuttgart

Dear student
Your studies abroad begin – an exciting and due to the pandemic challenging time! You surely have a thousand questions going through your mind …

Start by reading this brochure, visit our online information sessions and then tackle the formalities one by one with the help of our Welcome Checklist which you will find online. Soon you will find your way around on campus, make new friends, and explore Stuttgart and surroundings with pleasure.

Please remember that we collect all information that is subject to ongoing changes in our Welcome Checklist. Thus we can always keep you up to date. If you have any difficulties during your stay please do not hesitate to contact us.

Together we will find a way!

We wish you a pleasant and rewarding stay in Stuttgart!

Your International Office team at the IZ

Please note:

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

Especially pay attention to the distinction between:

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

**International Office at the IZ**
[Dezernat Internationales im Internationalen Zentrum]
Internationales Zentrum (IZ), Campus Vaihingen, Pfaffenwaldring 60, 70569 Stuttgart
uni-stuttgart.de/io-counseling
International Student Services
Floor 1, Tel. 0711 685-68596, e-mail: incoming@ia.uni-stuttgart.de

Online office hours until further notice:
Mon, Wed 1:30 p.m.–4 p.m., Tue, Thu 10 a.m.–12 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
Cooperation with international student organizations
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
Tel. 0711 685-68608, e-mail: dohna@ia.uni-stuttgart.de
Degree students and TestDaF students
Ms. Marion Hanssen
Tel. 0711 685-68552, e-mail: hanssen@ia.uni-stuttgart.de
Degree students and TestDaF students
Ms. Katja Jenkner
Tel. 0711 685-68546, e-mail: jenkner@ia.uni-stuttgart.de
International Master’s programs
Doctoral students and DAAD scholarship holders
Ms. Svenja Wübbker
Tel. 0711 685-68570, e-mail: wuebker@ia.uni-stuttgart.de
International Master’s programs
International Double Master’s students

Assistance and counseling

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

Ms. Bernadette Burger
Tel. 0711 685-68547, e-mail: burger@ia.uni-stuttgart.de
- Head of department
- Erasmus Mundus students

N.N.
Tel. 0711 685-68556, e-mail: ready.study.stuttgart@ia.uni-stuttgart.de
- Buddy program ready.study.stuttgart
- Erasmus students

Ms. Rebecca Schwenger
Tel. 0711 685-68571, e-mail: schwenger@ia.uni-stuttgart.de
- Exchange students from overseas (Africa, America, Asia, Australia, Non-EU countries outside the Erasmus Worldwide program)

Ms. Anna Weiß
Tel. 0711 685-68545, e-mail: weiss@ia.uni-stuttgart.de
- Erasmus students
- International Double Master’s students

Intercultural Training / German courses

The Department of German courses of the International Office organizes German language courses for certain groups of international students.

uni-stuttgart.de/io-german-courses
Secretariat floor 0, room 0.008, Tel. 0711 685-68585
E-mail: german.courses@ia.uni-stuttgart.de
No office hours until further notice, please send an e-mail

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 program

Contact persons:

Dr. Olaf Moritz, room 0.004
Tel. 0711 685-68562, e-mail: moritz@ia.uni-stuttgart.de
No office hours until further notice, please send an e-mail
- Head of department
- German courses (TestDaF)
- Information for TestDaF examinations

Mr. Francesco Cucinotta, room 0.008
Tel. 0711 685-68565, e-mail: cucinotta@ia.uni-stuttgart.de
No office hours until further notice, please send an e-mail
- Erasmus students
- Exchange students from overseas
- Erasmus Mundus students
- Double Master’s students

Dr. Karin Herrmann, room 0.010
Tel. 0711 685-68564, e-mail: herrmann@ia.uni-stuttgart.de
No office hours until further notice, please send an e-mail
- International Master’s programs

Intercultural Mentoring Program

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

uni-stuttgart.de/io-intercultural-mentoring
Floor U, room 0.018, Tel. 0711 685-68555
No office hours until further notice, please send an e-mail

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

Contact persons:

Ms. Sarah Walz, Tel. 0711 685-68666
Ms. Kerstin Glaser, Tel. 0711 685-68555
E-mail: mentoring@ia.uni-stuttgart.de, floor U, room 0.018
Admissions Office for Foreign Citizens and EU Citizens at the House of Students

[Studiensekretariat für Ausländer/innen und EU-Bürger/innen im Haus der Studierenden]

Haus der Studierenden, Pfaffenwaldring 5c, 1st floor, room 1.026–1.027
Office hours: Mon, Wed 1:30 p.m.–3:30 p.m., Tue, Fri 9 a.m.–12 p.m.
www.uni-stuttgart.de/en/study/application/admissions-office/

Telephone consultation hours:
Mon, Wed 11 a.m.–12 a.m., Tue, Thu 1:30 p.m.–2:30 p.m.
Please use the phone number of the respective staff member
E-mail: admissionsoffice@uni-stuttgart.de

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

Contact persons:
Ms. Gulnara Häckel, Tel. 0711 685-83607
• Asia: Armenia, Azerbaijan, Georgia, India, Iraq, Iran, Israel, Jordan, Kazakhstan, Kyrgyzstan, Lebanon, Mongolia, Pakistan, Palestine, Syria, Tajikistan, Turkey, Turkmenistan, Uzbekistan
• Europe: Belgium, Estonia, France, Greece, Great Britain, Ireland, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, Moldova, Netherlands, Austria, Russia, Switzerland, Ukraine, Belarus, Cyprus
• North and South America
• Exchange students

Mr. Stefan Schittenhelm, Tel. 0711 685-83606
• Asia: Armenia, Azerbaijan, Georgia, India, Iraq, Iran, Israel, Jordan, Kazakhstan, Kyrgyzstan, Lebanon, Mongolia, Pakistan, Palestine, Syria, Tajikistan, Turkey, Turkmenistan, Uzbekistan
• Europe: Belgium, Estonia, France, Greece, Great Britain, Ireland, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, Moldova, Netherlands, Austria, Russia, Switzerland, Ukraine, Belarus, Cyprus
• North and South America

Ms. Michele Pauline Remesal Velasco, Tel. 0711 685-82800
• Africa
• Asia: China, Indonesia, Japan, Cambodia, Korea, Laos, Malaysia, Myanmar, Philippines, Taiwan, Thailand, Vietnam
• Australia
• Europe: Albania, Bosnia and Herzegovina, Bulgaria, Denmark, Finland, Croatia, Macedonia, Montenegro, Norway, Poland, Portugal, Romania, Sweden, Serbia, Slovakia, Slovenia, Spain, Czech Republic, Hungary.

Servicepoint Stadtmitte (Campus City Center)
Common branch office of the International Office, the Admissions Office, the Examination Office and Student Counseling Office (ZSB) on the Campus City Center, Geschwister-Scholl-Str. 24c, ground floor, 70174 Stuttgart
Office hours: Tue and Thu 2 p.m.–3:30 p.m., Tel. 0711 685-83073

Information for students with disabilities
The University of Stuttgart supports students with disabilities or chronic illness. They can e.g. claim an extended examination period or certain forms of examinations and use specific workstations in the library. For further information please refer to Commissioner at the University of Stuttgart:
• Ms. Sigrid Eicken, e-mail: studium-mit-handicap@uni-stuttgart.de
  Tel. 0711 68582531, uni-stuttgart.de/handicap
Contact person at the Studierendenwerk Stuttgart:
• Mr. Ronald Friedrich, e-mail: sozialberatung@sw-stuttgart.de

Legal advice
On behalf of the Student Services [Studierendenwerk Stuttgart], Mr. Tobi-as Gröschel, a lawyer, offers first legal advice for students free of charge. Ap-pointments by phone or e-mail only: Tel. 0711 95 74-410, e-mail: rechtsberatung@sw-stuttgart.de
www.studierendenwerk-stuttgart.de/en/counselling/legal-advice/

Important emergency numbers

Call 112 for ambulance, police and fire department
The number can be called free of charge from all phones

Emergency Medical Service in Stuttgart at the Marienhospital Stuttgart
Mon–Thu 7 p.m.–1 a.m., Fri 2 p.m.–1 a.m., Sat, Sun and holidays 7 a.m.–1 a.m.
Böheimstr. 37, 70199 Stuttgart
Tel. 0711 6489-0
Further information on medical care see p. 44

Police station
• Revier Vaihingen/Möhringen/Degerloch
  Balinger Str. 31, 70567 Stuttgart-Möhringen
  Tel. 0711 8990-3400
• Polizeiposten Vaihingen
  Robert-Leicht-Str. 15, 70663 Stuttgart-Vaihingen
  Tel. 0711 8990-4460
• Polizeirevier Innenstadt (24h)
  Theodor-Heuss-Str. 11, 70173 Stuttgart
  Tel. 0711 8990-3100

Security service (Campus Vaihingen and Möhringen)
Patrolling the student dorms during the night, can be called on account of disturbances of peace
Tel. 07032 99 20 25

Loss of EC card or credit card
To freeze your EC card or credit card (24h) call
Tel. 116 116

Lost property department of Stuttgart
Haupttätersstr. 66, 70178 Stuttgart
E-mail: fundsachenstelle@stuttgart.de
Mon–Fri 8:30 a.m.–1 p.m. and Thu 2 p.m.–6 p.m. Tel. 0711 216-89494

Lost property department of SSB Stuttgart Straßebnahmen
For items lost in the U-Bahn/bus or at U-Bahn/bus stops:
Schöttleistr. 2, 70567 Stuttgart
Tue–Fri 9 a.m.–12:45 p.m., Mon, Thu 2 p.m.–6 p.m.
Tel. 0711 7885-3333

Lost property department of [DB Deutsche Bahn] and [S-Bahn]
The lost property office is located at the main railway station (right beside platform 1)
E-mail: fundbuero.dbag@deutschebahn.com
Mon–Fri 8 a.m.–8 p.m., Sat–Sun 10 a.m.–8 p.m.
http://en.vvs.de/lost-property/

Lost property within the University of Stuttgart
Campus City Center: Keplerstr. 11, 70174 Stuttgart
E-mail: zentralerservice-m@verwaltung.uni-stuttgart.de
Tel. 0711 685-84000
Campus Vaihingen: Pfaffenwaldring 55, 70569 Stuttgart
E-mail: zentralerservice-v@verwaltung.uni-stuttgart.de
Tel. 0711 685-64000

Loss or theft of your passport
Should your passport have been lost or stolen, you must report it to the Foreign Registration Office. They will issue a temporary residence permit [Fiktionsbe-scheinigung] and a form with which you must apply for a new passport at the embassy or consulate of your home country in Germany. Should your passport have been stolen you also have to report to the police.

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

Please note:
In case you are in trouble, please contact the IZ immediately!
Getting started Checklist

see Welcome Checklist: uni-stuttgart.de/io-checklist

Temporary accommodation in Stuttgart

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

- Internationales Studierendenhotel, Neckarstr. 172, Tel. 0711 41 43 00, e-mail: studi-hotel@sw-stuttgart.de, www.studierendenhotel-stuttgart.de
  From the main station take U 14 (direction Mühlhausen) and get off at Stöckach.

- Jugendherberge Stuttgart International, Haußmannstr. 22 Tel. 0711 6647470, e-mail: info@jugendherberge-stuttgart.de, www.jugendherberge-stuttgart.de
  From the main station take U 15 (direction Heumaden), get off at Eugensplatz.

- Jugendherberge Stuttgart Neckarpark, Elwertstr. 2, Bad Cannstatt, Tel. 0711 6647470, e-mail: info@jugendherberge-stuttgart-neckarpark.de, www.jugendherberge-stuttgart-neckarpark.de
  Right next to the train station Bad Cannstatt (S 1, S 2, S 3)

- Jugendgästehaus, Richard-Wagner-Str. 2–4 a, Tel. 0711 24 11 32, e-mail: jgh-stuttgart@ib.de, www.jugendgaestehaus-stuttgart.de
  From the main station take U 15 (direction Heumaden), get off at Bubenbad.

- Hostel Alex 30, Alexanderstr. 30, Tel. 0711 83989-0, e-mail: info@alex30-hostel.de, www.alex30-hostel.de
  From the main station take U 5, U 6, U 7 or U 12 or off at Olga Eck.

- a & o Hostel Stuttgart City, Rosensteinstr. 14/16, Tel. 0711 25 27 74 00
  From Main Station take U 12 (direction Neckargründen/Remseck), get off at Milchhof.

Student housing

Dormitories for students studying at one of the universities in Stuttgart are located in Stuttgart downtown, Vaihingen and Möhringen. They are managed by the Student Services [Studierendenwerk Stuttgart] and the VSSW. Provided you are not older than 30, you can apply online for a dormitory room: www.studierendenwerk-stuttgart.de/onlinebewerbung-wohnen
However, you have to anticipate an unpredictable waiting period from one up to twelve months.

- Studierendenwerk Stuttgart (head office), Rosenbergstr. 18, Tel. 0711 9574410
  E-mail: info@sw-stuttgart.de, www.studierendenwerk-stuttgart.de
  Branch office Vaihingen: Allmandring 3 c

The following dormitories are located on Campus Vaihingen:
- Allmandring I: Allmandring 8-22, 70569 Stuttgart
- Allmandring II: Allmandring 24, 70569 Stuttgart
- Allmandring III: Allmandring 26, 70569 Stuttgart
- Straußäcker II: Universitätsstr. 104, 70569 Stuttgart
- Straußäcker III: Allmandring 3, 70569 Stuttgart

Stuttgart airport take S-Bahn 1, 2 or 3 (direction Kirchheim, Schorndorf or Backnang), get off at Universität, take the exit Universitätzentrum. Follow the signs to Studentisches Wohnen.
Please find below the addresses of the student dormitories located downtown and in the town districts of Möhringen and Untertürkheim. The best way to find information on how to get there is by visiting www.vvs.de or by using the apps of VVS or SSB.

- Filderbahnplatz: Filderbahnplatz 31-37, 70567 Stuttgart
- In der Au: In der Au 16, 70327 Stuttgart
- Rosensteinstraße: Rosensteinstr. 1, 3, 5, 70191 Stuttgart
- Heilmannstraße: Heilmannstr. 1, 3, 5, 70190 Stuttgart
- Heilmannstraße: Heilmannstr. 3-7 and Heilmannstr. 4, 70190 Stuttgart

You can find the addresses of the caretakers’ offices [Haustechnikbüros] and their phone numbers on the websites of these dormitories. Just go to https://www.studierendenwerk-stuttgart.de/en/accommodation/dormitories/
You will also find there all other dormitories of Studierendenwerk Stuttgart if not listed above.
Welcome Guide

VSSW office, Pfaffenwaldring 50 a, Tel. 0711 25 08 55-50
E-mail: info@vssw.de/, http://vssw.de/en.
Arrange an appointment by telephone.
The following student dormitories are located on Campus Vaihingen:

- Pfaffenhof I, Pfaffenwaldring 42-48, 70569 Stuttgart
  Hausmeister: Tel. 0175 249 85 64 oder 0175 115 91 61.
- Pfaffenhof II, Pfaffenwaldring 50, 70569 Stuttgart
  Hausmeister: Tel. 0160 92 49 89 30
- Straußäcker I, Pfaffenwaldring 64-76, 70569 Stuttgart
  Hausmeister: Tel. 0160 92 49 89 30

Internet access in the dormitories
In each dormitory internet access is available in the rooms. To use it, an extra fee of EUR 7 per month is charged by the student association Selfnet e.V. (www.selfnet.de). Selfnet e.V. manages the internet affairs for most dormitories (e.g. Allmandring, Heilmannstraße, Pfaffenhof, Straußäcker, Filderviertel, Pflaffenhof, etc.). If you live in one of the dorms managed by Selfnet e.V. you should register online in order to use the internet: https://registrierung.selfnet.de/

Tip:
Register online before you move in, preferably one day before your moving in date. You are then able to use the internet immediately upon moving in. You still need to go to one of the Selfnet e.V. offices in person within 14 days after your moving in date. Although most of the dormitories offer Wi-Fi, it is recommended to bring a LAN cable, since it makes it easier to connect your electronic device for the first time.

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

For information on the broadcasting service fee (Rundfunkbeitrag) which is a mandatory fee for receiving internet, TV and radio, see our welcome checklist.

Private accommodation in Stuttgart
It is not easy to find reasonably priced private accommodation in Stuttgart. For information go to: uni-stuttgart.de/io-housing

Ads for shared apartments (Wohngemeinschaften, WGs), as well as for other rooms and apartments can be found in the following newspapers and online papers:
- Stuttgarter Wochenblatt (or check online) is delivered on Thursday afternoons without charge, but can be purchased Thursday mornings at newspaper stands
- Stuttgarter Zeitung and Stuttgarter Nachrichten share the same ads section. Ads for apartments are usually printed on Wednesdays and Saturdays.
  http://immobilien.stuttgarter-zeitung.de/

Some important abbreviations in the ads:
- 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:
- www.wg-gesucht.de
- www.wg-suche.de
- www.velogia.de
- www.studierendenwerk-stuttgart.de/privatzimmervermittlung
- www.immobilienscout24.de
Welcome to the University of Stuttgart.

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

Academic calendar
see Welcome Checklist: uni-stuttgart.de/io-checklist

The university course catalog
The courses offered at the University of Stuttgart are described in our C@MPUS online portal as well as the module handbooks.
campus.uni-stuttgart.de/cusonline/eei/ca2/appidesktop/#/login?ctx=lang=en
Guidance on how to use C@MPUS you will also find online:
www.student.uni-stuttgart.de/en/organizing-studies/lecture-index/

Introductory programs for new students
If you are a degree student, do not miss the introductory session of your study program! It usually takes place the first day of the lecture period. The times and dates can be found online: www.student.uni-stuttgart.de/en/startinout/introduction/
An orientation program for international students takes place in the week before the lectures start and includes e.g. information sessions in small groups. Please register online: uni-stuttgart.de/io-orientationdays
For participants of the intensive German course in March/September the orientation program is included in the course.

Furnished flats or rooms for a few weeks or months can also be found at:
www.stuttgart-tourist.de + keyword [Ferienwohnung]
The most common online portal used by students is: www.wg-gesucht.de
Useful tips for applying for a room via wg-gesucht.de:
1. Use the filter function. Consider cities around Stuttgart (Böblingen, Esslingen, Ludwigsburg) or districts of Stuttgart outside of the city center (with the VVS StudiTicket you can use the whole train network system). For the people in the Stuttgart region commuting 30 to 40 min is rather common.
2. Try to apply for new room listings within the first two hours of publishing: it helps, if you use the automatic notification function if there is a new offer fitting to the filter you have set. It is also helpful to download the app.
3. Prepare an application template so you can react quickly! Write about 200 words. If you show that you are the kind of person they are looking for, you are more likely to get the apartment.

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

Please note:
Not all housing offers in the internet are reliable, be aware of frauds!
More information: uni-stuttgart.de/apartment-frauds

Moving into a new apartment
Be aware of frauds!
Academic guidance

General academic guidance for degree students is offered by the Student Counseling Center (ZSB): www.uni-stuttgart.de/en/study/counseling/zsb/
Subject specific guidance is available in each department by the academic advisors of the study programs [Fachstudienberater*innen] and/or the academic managers of the study programs [Studiengangsmanager*innen]:
www.uni-stuttgart.de/en/study/counseling/academic-advisors/
The International Office at the IZ organizes academic counseling for exchange students from overseas. The students receive detailed information after their arrival in Stuttgart. Erasmus+ students receive academic counseling from their academic Erasmus+ coordinator at the University of Stuttgart. Master’s students in international Master’s programs obtain course information from their course directors. Academic guidance for Double Master’s students is available with the respective academic coordinator.

Examinations

Examinations, whether oral or written, usually take place during the lecture free period [vorlesungsfreie Zeit]. Students must register for examinations via C@MPUS The registrations can be found at
www.student.uni-stuttgart.de/en/exams/
Please note:
Exchange students need also to sign up for exams in C@MPUS. We strongly recommend that you ask your professor for the type (oral or written) and date of the examinations at the very beginning of the classes.

Examination Office

[Prüfungsamt]
www.student.uni-stuttgart.de/en/exams/examination-office/
Campus Vaihingen, Pfaffenwaldring 5c, 3rd floor, 70569 Stuttgart
Office hours: Mon, Wed 1:30 p.m.–3:30 p.m.
Tue, Thu, Fri 9 a.m.–12 a.m.
E-mail: pruefungsamt@uni-stuttgart.de
Campus City Center, Servicepoint Stadtmitte, Geschwister-Scholl-Str. 24 c, 1st floor, room 1.129, 70174 Stuttgart
Office hours: Tue,Thu 2 p.m.–3:30 p.m.

Internships

[Praktika]
Some degree programs require that you complete one or more internships [Betriebspraktika] before you graduate. The Internship Office [Praktikantenamt], address see online www.student.uni-stuttgart.de/en/organizing-studies/internship/, provides you with general information. However, you are responsible for finding an internship yourself.
Exchange students from overseas, who are interested in doing an internship following their studies at the University of Stuttgart need to contact the International Office at the beginning of June for placements in the winter semester or at the beginning of December for placements in the summer semester. The tips in Work permit and how to find a job on page 27 could also be helpful.
Additional information brochures

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

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

Important formalities during and at the end of your studies

The completion of several important formalities is required during and at the end of your studies. See [uni-stuttgart.de/reregistration](http://uni-stuttgart.de/reregistration) for information regarding necessary formalities including:

- Re-registration (Rückmeldung) each semester if you want to continue studying
- Exmatriculation if you leave the university
- Cancellation of your tenancy agreement – for the refund of your deposit charged by Studierendenwerk Stuttgart/VSSW, please see below.
- De-registration at the [Bürgerbüro](http://www.vssw-stuttgart.de/de/ressourcen/leistungen/verwaltungsleistungen/buergerbuero/) or extension of your residence permit
- Cancellation or extension of your health insurance – make sure to contact your health insurance provider before exmatriculation!
- De-registration at the [ARD ZDF Deutschlandradio Beitragsservice (GEZ)](http://www.ard-zdf.de/deutschlandradio/beitragsservice-gez/index.html)
- Closing your German bank account

Moving out of student housing and refund of deposit

Please make an appointment with the caretaker ([Hausmeister](http://www.vssw-stuttgart.de/de/ressourcen/leistungen/verwaltungsleistungen/hausmeister/)) for the day you are moving out. He will check your room for damage before you leave (check-out only possible from Monday through Friday).

If your room is fine you will receive the refund by bank transfer. This might take up to six weeks.

Deposit back in cash? That’s how it works at Studierendenwerk Stuttgart:

Only students who do not come from countries of the European SEPA zone have the possibility to get the deposit back in cash after having returned their room to the caretaker. They will receive the money at the head office of Studierendenwerk Stuttgart, Rosenbergstr. 18. It is necessary to arrange an appointment with the accounts department, Ms. Colak ([y.colak@sw-stuttgart.de](mailto: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 (necessary for students from non-SEPA-countries)

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

The VSSW does not offer the possibility to get the deposit back in cash. The bank details necessary for the transfer must be uploaded to the VSSW tenant’s online account.

**alumniius** – alumni network of the University of Stuttgart

The interdisciplinary alumni network of the University of Stuttgart, called alumniius, offers a wide variety of activities. For the full range of services please visit the following website: [www.uni-stuttgart.de/en/alumni-supporters](http://www.uni-stuttgart.de/en/alumni-supporters)
University library
[Universitätsbibliothek]

There are two large sites of the university library or [Universitätsbibliothek] (UB).
• Hauptstelle Stadtmitte (central library), Holzgartenstr. 16, main entrance
  Max-Kade-Weg, Tel. 0711 685-82224 (Check-out desk), Tel. 0711 685-82273 (Info)
• Zweigstelle Vaihingen (branch), Pfaffenwaldring 55
  Tel. 0711 685-64096 (Check-out desk), Tel. 0711 685-64044 (Info)

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

At the beginning of the winter semester you can sign up online for guided tours in English on the Vaihingen campus provided the corona guidelines allow this:
www.ub.uni-stuttgart.de/lernen-arbeiten/schulungen

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

Stuttgart also has the following public libraries:
• Württembergische Landesbibliothek (State Library)
  Konrad-Adenauer-Str. 8, www.wlb-stuttgart.de/en/ Tel. 0711 212-4454
• Stadtbibliothek, Mailänder Platz 1
  www.stuttgart.de/stadtbibliothek/mailaender_platz
  Tel. 0711 216-91100
• Médiathèque de l’Institut Français, Schlossstr. 51
  stuttgart.institutfrancais.de/ Tel. 0711 23 92 50
• Bibliothek im Italienischen Kulturinstitut, Kolbstr. 6
  iicstoccarda.esteri.it/iic_stoccarda/it/la_biblioteca/ Tel. 0711 16 28 10

These libraries also offer books/media in foreign languages.

Language Center
[Sprachenzentrum]

The Language Center offers foreign language courses and German courses for students at many different levels. The courses combine Communicating, Presenting, Writing and Intercultural Competences. You are able to find a diversified and nuanced course program that involves 14 different languages. Another emphasis at the Language Center involves courses that professionally convey methodological, communicative, and intercultural as well as personal and social skills. Participation is free of charge for students. For all courses you must submit an online registration through C@MPUS

• Sprachzentrum, Breitscheidstr. 2, 70174 Stuttgart
  No office hours until further notice, please send an e-mail
  E-mail: info@sz.uni-stuttgart.de, Tel. 0711 685-88055,
  www.sz.uni-stuttgart.de/en/offer/

  If you are interested in taking a technical German language class on B2/C1 level, please also check the offers of the MINT-Kolleg:
  www.mint-kolleg.de/stuttgart/angebote/Sprachkurs.html

Sprachtandem

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

• Tandem-Project of the University of Stuttgart:
  www.sz.uni-stuttgart.de/angebot/tandem

• The student association AEGEE also offers a [SprachDuo]: www.sprachduo.de
• University of Bochum eTandem: www.zfa.ruhr-uni-bochum.de/ils/lernen

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

Internet/e-mail/computer center (TIK)

The university’s computer center [Technische Informations- und Kommunikationsdienste/TIK] provides a number of computer labs for student use on the Campus Vaihingen and one in the library on the Campus City Center. You will receive a user account (e.g. st12345) and an e-mail address with your student ID card by e-mail.

Guided tours

The facilities of the University of Stuttgart
Help and information for users is offered at:

- **User’s support** ([TIK-Benutzerberatung](#)), Pfaffenwaldring 57, mezzanine, HG705
  Office hours: Mon–Thu 9 a.m.–5 p.m., Fri 9 a.m.–1 p.m., Tel. 0711 685-88001
  (only during the lecture period)

- **User’s support, city center, university library** ([TIK-Benutzerberatung Büro Stadtmittel](#)), Holzgartenstr. 16
  Office hours: Mon–Thu 9 a.m.–5 p.m., Fri 9 a.m.–1 p.m., Tel. 0711 685-83760

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

**PC Pools**:

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

See page 14 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.

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### Extracurricular studies

**[Studium Generale]**

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

### stuvis/student councils

**[stuvis/Fachgruppen]**

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

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

Student councils [Fachgruppen] are organizations set up by student representatives of the individual study programs. They help students by sharing tips and experience and by organizing parties and orientation events for first year students [Erstsemester-Einführungsveranstaltung]:

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

The addresses of the student councils can be found here:

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

### Ombudsperson

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

**Dr. Ursula Meiser**, Office of the Rectorate, Tel. 0711 685-81007
Azenerbergstr. 16, 3rd floor, room 3.012
70174 Stuttgart
E-mail: ursula.meiser@rektorat.uni-stuttgart.de
TTI business start-up
[TTI Existengründung]

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

International student organizations

For those wishing to maintain contact with students from their home country, there are different international student associations at the University of Stuttgart you may get in touch with. For more information, e.g. on founding a new organization, please contact:
Ms. Marion Hanssen, room 1.033, Tel. 0711 685-68552
E-mail: hanssen@ia.uni-stuttgart.de

University sports
[Hochschulsport]

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

Ecumenical Center
[Ökumenisches Zentrum]

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

• Ökumenisches Zentrum (ÖZ), Allmandring 6, 70569 Stuttgart
Office hours: Mon–Fri 9 a.m.–10 p.m.
E-mail: info@oekumenisches-zentrum.de, www.oekumenisches-zentrum.de

• Café, Mon–Fri 11 a.m.–2 p.m., on Mondays fresh and tasty Falafel (vegetarian)
For information about mosques or prayer places for Muslims, places of worship for Hindhus and churches for many Christian denominations at the university and in Stuttgart please ask at the Ecumenical Center or check:
www.vvs.de/download/VVSReligEinrichtungen.pdf (city map with addresses)

AEGEE

The student organization AEGEE Stuttgart offers a comprehensive leisure program for German and international students. More at: www.aegee-stuttgart.org
Work permit and how to find a job

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

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

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

- Agentur für Arbeit Stuttgart, Nordbahnhofstr. 30–34, 70191 Stuttgart
  Tel. 0800 455 55 00, office hours: Mon–Fri 7:30 a.m.–12 p.m., Thu 7:30 a.m.–6 p.m.
  www.arbeitsagentur.de/vor-ort/stuttgart/startseite/
- Agentur für Arbeit, branch office Vaihingen, Rathausplatz 1, 70563 Stuttgart,
  Tel. 0711 216-97515, e-mail: jobcenter.vai@stuttgart.de
  Office hours: Mon, Wed, Fri 8:30 a.m.–12:30 p.m., Thu 2 p.m.–6 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 social insurance (e.g. unemployment or pension insurance). If you pay tax, you may get (part of) it back if you apply for a tax back through an income tax statement.

Medical care/psychological counseling

German universities do not provide medical service on campus. Doctors, dentists, and hospitals can be found online at: www.arztsuche-bw.de. This website also gives you information on doctors who speak other languages than German.

Please use the button [Zur erweiterten Suche] and choose your language in the search criteria [Fremdsprache].

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

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

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

Psychological counseling for students is offered by the counseling center of the Student Services [Studierendenwerk Stuttgart] free of charge (in German only).

For appointments please call: Tel. 0711 95 74-480 (Mon–Thu 1:30 p.m.–2:30 p.m.)

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

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

Every enrolled student is statutorily covered by accident insurance free of charge. The coverage applies:
- during straight walk to the university or back,
- when attending lectures and seminars,
- during other activities run by the university such as visits, workshops and sports,
- when visiting the library or sports program from the university,
- when participating in student council or stuVUS activities.

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

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 a.m.–8 p.m., Sat 9 a.m.–6 p.m., Sun and holidays 10 a.m.–4 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, Pfaffenwaldring 5c, room 04.009
  - **LIFT** – monthly magazine for Stuttgart with events, movies, and concerts (EUR 2.50 at kiosks and newspaper stands): www.lift-online.de
  - **PRINZ** – online-magazine listing events in Stuttgart, focus on nightlife and parties: www.prinz.de/stuttgart
  - **UNI-TIPP** – is a free biannual brochure. You can find it at the beginning of each term in the university buildings. It includes a city map, tips for leisure activities and events, and helpful addresses.

Travelling

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

International student identity card

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

The community college of Stuttgart [Volkshochschule] offers a large range of inexpensive language courses from Arabic to Quechuan. German as a foreign language is offered on all levels: www.vhs-stuttgart.de/home-kurse/kurse-und-veranstaltungen/sprachen/

The ifa [Institut für Auslandsbeziehungen] 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

For other opportunities to learn German please see Language Center, p. 22/23
• Language Center [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  Tel. 0711 216-91992
• Residents’ registration office Vaihingen
  [Bürgerbüro Vaihingen] Rathausplatz 1  Tel. 0711 216-93700
• Servicepoint Stadtmitte (M)
  Geschwister-Scholl-Str. 24c, 1st floor  Tel. 0711 685-83073
• SSB/VVS offices (public transportation)
  Main station (Arnulf-Klett-Platz 3)
  Rotebühlplatz (underground station)
  Charlottenplatz (underground station)
• Student Services [Studierendenwerk Stuttgart]
  Main office: Rosenbergstr. 18  Tel. 0711 95 74-410
  Branch office on campus: Pfaffenwaldring 45  Tel. 0711 677-0200
• Student council (stuvus) (V)
  Pfaffenwaldring 5c  Tel. 0711 685-62003
• Student Counseling Center [Zentrale Studienberatung/ZSB]
  Pfaffenwaldring 5c, Haus der Studierenden  Tel. 0711 685-82133
• Tourist Information [i-Punkt]
  Königstr. 1a  Tel. 0711 22 28-80
• TTI business-start-up [TTI Existenzgründung]
  Nobclstr. 15  Tel. 0711 685-7490
• University library, city center (M)
  [Universitätsbibliothek Stadtmitte]
  Holzgartenstr. 16  Tel. 0711 685-82273
• University library Vaihingen (V)
  [Universitätsbibliothek Vaihingen] Pfaffenwaldring 55
  Tel. 0711 685-64044
• User’s support [TIK-Benutzerberatung]
  Pfaffenwaldring 57 (V), Holzgartenstr. 16 (M)  Tel. 0711 685-88001
- Campus maps

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

City center
1. Main station
2. University library city center, Holzgartenstr. 16
3. Central administration, Keplerstr. 7
4. Mensa city center, Holzgartenstr. 9
5. Student Services [Studierendenwerk Stuttgart], Rosenbergstr. 18