Welcome checklist 2023
This **Welcome checklist** is available as hard copy and online:
[www.student.uni-stuttgart.de/studienbeginn/document/Welcome_Checkliste.pdf](http://www.student.uni-stuttgart.de/studienbeginn/document/Welcome_Checkliste.pdf)

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**Last update: February 2023**
Dear international students,

With this online Welcome Checklist, we would like to keep you up to date during the first weeks of your studies at the University of Stuttgart. It is a supplement to the hard copy of our Welcome Guide, which you may have already received together with your welcome package from the International Office.

If you have received the Welcome Checklist as hard copy, you can find the online version via this link: uni-stuttgart.de/io-checklist

You have arrived in Stuttgart and neither received the Welcome Guide nor a welcome package? You need some further information? Please send an e-mail to the International Office or visit us during our open office hours: incoming@ia.uni-stuttgart.de. The International Office is more than happy to support you.

If you are still abroad, you will find current information for travelers here: Current information for travelers (Coronavirus Entry Regulations) (bundesgesundheitsministerium.de)

Please also regularly check the Corona website of the University of Stuttgart concerning possible restrictions on campus: uni-stuttgart.de/corona.

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

Your IO team

1. Getting started Checklist

The following checklist makes your start in Stuttgart much easier. Please be sure to take the following steps in the order given below. This will save you time, money and frustration.

1.1 Accommodation

Student housing

For students of the University of Stuttgart there are two dormitory providers on campus: the Studierendenwerk Stuttgart (SWS) and the VSSW. Please remember that booking rooms for couples or families in these dormitories is not possible.

Students who have received their moving-in letter with a room offer [Einzugsschreiben] from Studierendenwerk Stuttgart (SWS) or VSSW need to accomplish several steps upon arrival.
Generally, you can check in into the dormitory only from Monday to Friday and only **during the office hours of the caretaker**. Several dorms, but not all, offer the possibility to check in on the first day of the month from 8 a.m. until 4 p.m. Should the first day of your moving-in month be on a weekend or on a public holiday, you can only check in on the first following working day. For details please check the moving-in letter [Einzugsschreiben] you have received from the SWS or VSSW. For students moving into a dormitory of Studierendenwerk Stuttgart, it is possible to have someone collect their room keys before arrival. Therefore it is necessary to send this person an authorization. Please use the form sent along with the moving-in letter.

**IMPORTANT INFORMATION**

In case you cannot collect the keys as stated in your moving-in letter [Einzugsschreiben], you will have to arrange an appointment with the respective caretaker [Hausmeister] about 14 days before your arrival. Students who move into a dormitory of VSSW should consider that they have to pick up their dorm key in person (it is not possible to have someone collect your room key before your arrival but with the caretaker of the VSSW you can arrange the deposit of your key in a safe in front of the dorm).


**Office of the VSSW**: [www.vssw.de](http://www.vssw.de)

Please check the duration of your tenancy in your rental contract. If it is incorrect, please contact the Studierendenwerk or VSSW immediately. You will find the contact details of the person in charge in your moving-in letter [Einzugsschreiben]. Exchange students should contact the International Office.

You got a room in one of the dormitories managed by Studierendenwerk Stuttgart (SWS)?

Please consider the different procedures for exchange students. All international students – except exchange students – please:

Go to the caretaker’s office [Hausmeisterbüro], for address and office hours see your moving-in letter, and receive your dorm key. The prerequisite for the handover of the keys is the prior transfer of your deposit of EUR 400 and e-mailing your signed rental agreement to
Studierendenwerk Stuttgart by the deadline given in your moving-in letter. As proof of your identity please present your **passport** and a **copy of your tenancy agreement** [Mietvertrag].

**Exchange students from overseas and Erasmus programs, participants of our Double Master’s programs:**

Go to the caretaker’s office [Hausmeisterbüro], for address and office hours see moving-in letter, and receive your dorm key. Prerequisite: you have transferred your deposit of EUR 700 (including a rental share of EUR 300) to Studierendenwerk Stuttgart by the deadline given in your moving-in letter. As proof of your identity please present your **passport** and a **copy of your tenancy agreement** [Mietvertrag].

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 (or send it by e-mail to your person responsible at the SWS). 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 EU-students with a dorm room at the SWS (Studierendenwerk Stuttgart) or the VSSW must have a **German** bank account, too, for the SEPA direct debit authorization [SEPA-Lastschrift]!

New tenants of Studierendenwerk Stuttgart have the opportunity to purchase bed linen and coverlets from the caretaker [Hausmeister] of their student dorm for EUR 65 (availability not guaranteed). This payment is withdrawn automatically from your bank account along with the first payment of rent.

**You have got a room in one of the dormitories managed by VSSW?**

Go to the caretaker’s office [Hausmeisterbüro], address see your moving-in letter, to receive your dorm key. Prerequisite:

As a student from a European SEPA country, you have authorized VSSW to debit your bank account with the **deposit** of EUR 400 and the monthly rates of your rent by using the SEPA form which you can deposit in the tenants’ portal. In addition, you have sent back the signed rental agreement by the deadline given in your moving-in letter.

As a student from any other country you have transferred the deposit of EUR 400 to VSSW and have sent the signed rental agreement by this
As proof of your identity please present your passport and a copy of your rental agreement.

The monthly rent will be debited automatically from your bank German bank account. In case you have already transmitted the SEPA authorization to VSSW no further steps are required. Otherwise you have to open a bank account in Germany and fill in the SEPA authorization form – please check your moving-in letter for the link to the form.

International students moving to a dormitory managed by VSSW can purchase bedlinen and coverlets from the [Hausmeister] for EUR 55.

Internet access in the dormitories of Studierendenwerk Stuttgart and VSSW:

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

It is possible to apply for a Selfnet membership entirely online. The registration can be done at https://registrierung.selfnet.de/. To register you will need internet access, a rental contract from the Studierendenwerk Stuttgart (SWS) or the VSSW, a valid e-mail address and, if available, a European bank account.

With Selfnet, a “regular membership” starts immediately after registration. A EUR 8,50 membership fee for the current month is due immediately. Membership does not end automatically but must be terminated. 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

Private accommodation

If you live in a private accommodation, you will also have to sign a tenancy agreement and pay a deposit. Please check with your landlord. In order to register with the residents’ registration office, your landlord has to fill in an extra registration form for you [Wohnungsgeber-Bescheinigung].

If you need to look for private accommodation you can check the information on our homepage.
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.

You can register for your health insurance online before arrival or in person upon arrival. Please check the different state health insurance providers below and inform yourself about their offers and services.

For the request of a health insurance you need:

- Your letter of admission [Zulassungsbescheid] as a Bachelor's, Master's or exchange student
- A passport sized photo (for your health insurance card)
- Your IBAN of your German bank account (can be provided later)

Please remember to provide your health insurance with your certificate of enrollment as soon as you have been enrolled by the university.

Health insurance for citizens from non-EU countries

Non-EU students under the age of 30 have to purchase a 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. 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 EUR 10 at the pharmacy.

After you have taken out a 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.

Please consider that there are special rules and exceptions for students from countries with a social security agreement like Bosnia-Herzegovina, Serbia and Turkey. Please see Special rules and exceptions.

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 a proof of their scholarship award including health insurance.

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).
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 and non-EU Test-DaF-students must take out a private health insurance. Please consult the IO if you need further information. You need to contact any state health insurance provider and present a 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 a 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.

**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. 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 will receive necessary medical treatment at a doctor, dentist or in a 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 a student health insurance.

**Special rules and exceptions**

All those 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 get in touch with any German state health insurance provider (contact details see below) and notify them that they are covered by a social security agreement with their home country. As the next step the German provider needs to transmit this information electronically to the University of Stuttgart. Only then those students will be enrolled.

The social security agreement applies to both exchange and degree-seeking students. Please contact your health insurance provider in your home country to obtain the required proof. It is important that the

**PLEASE NOTE**

For EU nationals who take on a minijob, a working student job or a paid internship during their studies, a German health insurance is mandatory.
document is valid for the entire duration of your stay at the University of Stuttgart.

**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 - 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/](https://www.student.uni-stuttgart.de/en/organizing-studies/formalities/health-insurance/).

Contact details of selected state health insurance providers:

AOK Studienservice, Breitscheidstraße 18  
Office hours: Mon 8:30 a.m. - 5 p.m., Tue, Wed, Fri 8:30 a.m. - 1:00 p.m., Fri 8:30 a.m. - 1 p.m. Tel. 0711 76161923

AOK Campus Vaihingen, Mensa II, Pfaffenwaldring 45  
Office hours: Tue, Wed, Thu 11:00 a.m. - 2:00 p.m.  
Phone: 0711 2069 69 10, e-mail: 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

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

TK (Techniker Krankenkasse), Lautenschlagerstr. 22  
Office hours: Mon - Wed 9 a.m. - 4 p.m., Thu 10 a.m. - 5 p.m., Fri 9 a.m. - 1 p.m., Tel. 0800 285 85 85

TK Campus Vaihingen, Mensa II, Pfaffenwaldring 45  
Office hours: Tue - Thu 11:15 a.m. - 2:15 p.m.  
Phone: 0800 285 85 85, e-mail: gonca.dogan@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 your registration, the so-called confirmation of registration [Meldebestätigung]. You need this
document for opening a bank account and for obtaining a residence permit (if applicable). You can fill out the application form at home and take it to the residents’ registration office.

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 www.stuttgart.de/medien/ibs/meldeschein.pdf (in German only). English instructions for completing the document are available in your ‘Welcome Package’ at the International Office.
- Form [Wohnungsgeber-Bescheinigung] = a confirmation that you have moved in, signed by your landlady or landlord, alternatively your moving-in letter [Einzugsschreiben] from the Studierendenwerk/VSSW. You can find the document online. (English instructions for completing the document are available at the International Office).

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]. We suggest you take the one closest to your accommodation. Please check the office hours and current regulations at the relevant [Bürgerbüro] online beforehand, sometimes they are closed due to illness at short notice. At some [Bürgerbüros] you can book a personal appointment online.

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.

Addresses in Stuttgart:

- 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)
Residents’ registration office Vaihingen [Bürgerbüro Vaihingen]
Rathausplatz 1 (take bus 82 and get off at Vaihinger Rathaus)
Office hours: Mon, Wed, Fri 8:30 a.m. - 12 p.m. and 2 p.m. - 4 p.m., Thu 8:30 a.m. - 12 p.m. and 2 p.m. - 6 p.m.
Tel. 0711 216 937 00

Addresses of further [Bürgerbüros].

VVS 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 may 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.

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 (Studierendenwerk Stuttgart) or the VSSW for the SEPA direct debit authorization [SEPA-Lastschrift]!

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. If you decide to open a bank account at a local bank, you need to make an appointment. Please remember to state that you are a student because many banks charge administrative fees for non-students. All local banks offer online banking.

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.
When opening a bank account, you will need:

- Proof of your residence registration (see chapter 1.3 above)
- Your passport (EU: identity card)
- Your letter of admission from the University of Stuttgart (in order to get a student bank account)
- Usually you can hand in your residence permit and your university enrollment certificate at a later point.

Examples (no recommendations!) for internet banks:

- 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 (no recommendations!) of local banks, which also have an office in Vaihingen:

- BW-Bank (Sparkassen-Gruppe), www.bw-bank.de
- Commerzbank, www.commerzbank.de
- Deutsche Bank, www.deutsche-bank.de/ms/pc/home.html
- Postbank, www.postbank.de
- Volksbank-Raiffeisenbank, www.vr.de/privatkunden.html

Upon opening a current account, you will receive a bank 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, 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 bank. Additionally, we recommend that you open a regular personal current account 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 Studierendenwerk Stuttgart/VSSW to withdraw your monthly rent. Fill out the SEPA direct debit authorization form [SEPA-Lastschrift] obtained by the caretaker ([Hausmeister]) for the payment of your rent. Please hand it in to your [Hausmeister] as soon as possible (or send it by e-mail to your person responsible at the SWS/VSSW).
Do you already have a bank account within a European country?

We still recommend that you open a German bank account. 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 bank account.

**IMPORTANT**

All EU-students must have a German bank account too in case they have a dorm room at the SWS (Studierendenwerk Stuttgart) for the SEPA direct debit authorization [SEPA-Lastschrift]!

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1.5 Residence and work permit

As a rule, non-EU citizens have to apply for a residence permit at the latest one week before their entrance visa expires. You need to do so at the foreigners’ registration office at the place of your registered residence. The residence permit is called eAT ([elektronischer Aufenthaltstitel] = electronic residence permit).

**PLEASE NOTE**

Due to the high workload of the foreigners’ registration office, a fictitious certificate [Fiktionsbescheinigung] is often issued instead of an eAT when students send their complete application for a residence permit by e-mail. The document can confer the same rights as an eAT if no restrictions are added. The [Fiktionsbescheinigung] is usually issued without prior information by postal mail about one to three weeks prior to the expiration of the current visa or residence permit.

The production of your eAT takes about eight weeks. When applying for your eAT, the foreigners’ registration office will let you know when you will receive it. Meanwhile the foreigners’ registration office provides a preliminary confirmation of an authorized residence permit [Vorläufige Bescheinigung über einen bewilligten Aufenthaltstitel]. The eAT usually consists of a chip card and the supplementary sheet.

There are important data of your chip card on the supplementary sheet, e. g. the temporary residence permit. We recommend that you always carry this supplementary sheet with you. After the eAT has been issued, you will receive a PIN letter with information about your eAT and the online identification function. You can decide whether you want to use the online identification function. It is not mandatory to activate this feature.
In case of a move, the foreigners' registration office at the new residence becomes responsible on the day you register your new address with the residents’ registration office. Unfortunately, it can take a few days to several weeks for the documents to be transmitted from one authority to the other. If the application for the residence permit coincides with the move, we recommend that you arrange the extension of the residence permit in good time at the last place of residence.

**Exception for exchange students**

For students who are planning to stay in Germany for one semester only, e.g. exchange students, no eAT chip card will be issued. Those students need to apply for a non-electronic residence permit [Aufenthaltserlaubnis (AE)], which may be documented by an entry in your passport. You do not have to pay the 100 EUR handling charge: with the written confirmation issued by the International Office in your ‘Welcome Package’ you will receive a waiver.

**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.

If your visa does not cover the whole period of your stay, you need to apply for a residence permit/eAT with the foreigners’ registration office [Ausländerbehörde] of your place of residence upon arrival. Required documents see below.

**Exception for exchange students**

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

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

Citizens from, for example, Australia, Brazil, Canada, Japan, South Korea, UK and the USA may enter Germany without a visa. However, you have to apply for a residence permit/eAT at your place of residence upon arrival.
You need to bring the following documents to the foreigners’ registration office:

- Completed and signed application form for a residence permit
- Your passport
- 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 residence registration)
- EUR 100 handling charge – exchange students need a written confirmation issued by the International Office for a waiver, DAAD-scholarship holders need their scholarship confirmation for a waiver.

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). You can pick up a printed version of the form at the International Office.

Address in Stuttgart:

Foreigners’ registration office [Ausländerbehörde], 1st floor
Eberhardstr. 39 (take U 1 or U 2 or U 4 and get off at [Rathaus])

Tel. 0711 216-918 57 or -918 56
Depending on your family name send the documents requested to the following e-mail:
Please note that the foreigners’ registration office [Ausländerbehörde] currently offers office hours only upon appointment. Therefore we recommend to apply for a residence permit via e-mail (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!).

**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. For further information and on how to find a job, please refer to our Welcome Guide, p. 28. TestDaF students from non-EU countries attending the German course for study preparation are not allowed to work during the course, only during holidays.

**PLEASE NOTE**

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.

**1.6 Registration at the university**

**First enrollment steps for all students**

Please log into your account at campus.uni-stuttgart.de/ and open your application:

- Fill in the blank fields in the application form for enrollment with your data, 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 the other specified documents, e.g. proof of residence permit or visa.
- Transfer your semester contribution of approx. EUR 214.70 (for details please check your C@MPUS account) and – if required – your tuition fee of EUR 1.500 per semester. Exception: Exchange students have to pay a reduced semester contribution of approx. EUR 144.70. Double Master’s students and exchange students are exempt from paying the tuition fee.

**PLEASE NOTE**

In addition to the semester contribution TestDaF students are charged a course fee for the TestDaF classes. The enrollment will be completed after the course fee has been paid. Further information will be given via e-mail. Please check your e-mails regularly!
• Print and sign the application for enrollment
• **Make sure** your **health insurance status** is listed correct (white hook on green dot). If not, please contact your state health insurance provider! If you have no health insurance policy, please contact any 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 onto your transfer slip or online banking form precisely as indicated. Mind the blank spaces!

To continue your enrollment procedure from abroad (recommended for planned arrival after March 15), please follow these steps

Send the signed application for enrollment form and any documents that cannot be uploaded in C@MPUS to the Office for Application, Admission and Enrollment (BZE) via contact form: https://www.uni-stuttgart.de/en/study/contact/. Please mention in the contact form that you are still abroad, choose “Enrollment” as the subject and upload the documents as a scan (PDF files).

If you enroll from abroad, you may skip the health insurance and visa in C@MPUS and mark that it will be handed in as soon as you are in Germany [nachreichen].

When transferring the semester contribution and tuition fee (if applicable), please keep in mind that it might take up to several weeks for transactions from abroad to be booked in the bank account of the University of Stuttgart.

Once you have arrived in Germany, please make sure to send the documents via postal mail to the Office for Application, Admission, Enrollment (BZE). Alternatively, use an envelope addressed to BZE (Universität Stuttgart, BZE / Haus der Studierenden, Pfaffenwaldring 5c, 70569 Stuttgart) and drop the documents at the letter box outside the House of students to finalize your enrollment. Please submit the following documents:

• Your (certified) documents
• Other documents listed in the bottom part of your application for enrollment (for health insurance see chapter 1.2)
• Only non-EU citizens: visa (copy) or preliminary confirmation of an authorized residence permit [Vorläufige Bescheinigung über einen bewilligten Aufenthaltstitel] or residence permit (eAT or AE)
• Please see information on residence permit in chapter 1.5 Residence and work permit
To continue your enrollment procedure after arriving in Stuttgart you have to send the following documents via postal mail to the Office for Application, Admission, Enrollment (BZE):

- Signed application for enrollment
- Other documents listed in the bottom part of your application for enrollment. Only non-EU citizens: visa (copy) or preliminary confirmation of an authorized residence permit [Vorläufige Bescheinigung über einen bewilligten Aufenthaltstitel] or copy of your residence permit (eAT or AE)
- Either you send all necessary documents via postal mail or you drop the documents at the letter box outside the House of students to finalize your enrollment (in one envelope addressed to the BZE: Universität Stuttgart, BZE / Haus der Studierenden, Pfaffenwaldring 5c, 70569 Stuttgart)

**IMPORTANT FOR ALL NON-EU CITIZENS**

- Non-EU citizens who have submitted a preliminary confirmation of an authorized residence permit to the Office for Application, Admission, Enrollment will be enrolled at the university for three months. For your final enrollment, you are required to present your (e)AT within these three months (otherwise you will be exmatriculated).
- If you are a non-EU citizen who does not require an entrance visa and you have not yet received your appointment for your (e)AT application, please submit a proof (e.g. automatic e-mail reply) that the [Ausländerbehörde] received your residence permit application via e-mail and you are waiting for an appointment. For further information on the residence permit, see p.13.

**General information on enrollment process and student ID**

Please note that you have to expect a processing time of approximately two to four weeks from handing in your documents at the Office for Application, Admission, Enrollment 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, 2023.

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. It comprises your ECUS (Electronic Card University of Stuttgart) and your semester mark. Your VVS semester badge for public transportation can be downloaded from the website of the SSB.

Make sure to update your address to your address in Germany and inform the Office for Application, Admission and Enrollment via the contact form on their website. 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. From the second semester onwards, you can download the semester badge from C@MPUS. You also will be able to download your enrollment certificates and your semester grades from C@MPUS.

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

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

For information about how to get an international student ID please see www.isic.org or 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.
You need a semester or monthly ticket?

Please find all important information on how to buy a ticket here: How to buy a ticket (vvs.de)

If you do not buy your semester or monthly ticket online, then you need a paper version, a so-called [Verbundpass]. Use an order form in one of the sales offices of the SSB [Stuttgarter Straßenbahnen] or VVS [Verkehrsverbund Stuttgart].

We recommend that you visit one of the following sales offices:

- **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 Rotbeühlpassage**: 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.)

Here the [Verbundpass] can be issued immediately and you can buy a stamp, the so-called [Wertmarke] for the [Verbundpass] to be valid.

The StudiTicket with Verbundpass (JugendTicketBW)

As soon as you are officially enrolled as a student at the University of Stuttgart you can use the whole local traffic transportation network in the region of Baden-Württemberg without time limits and during the entire semester (Oct. 1 to March 31 or April 1 to Sept. 30) for EUR 134,30. The [StudiTicket/JugendTicketBW] contains a [Verbundpass] including a passport photo and a stamp, the so-called [Wertmarke]. In order to buy the [StudiTicket] please print or download the VVS.
semester badge from the SSB’s website www.ssb-ag.de/tickets/schueler-azubis-und-studierende/semestermarke/ and bring it to the sales office together with your student ID card ECUS.

The StudiTicket to purchase online

As soon as you are officially enrolled at the University of Stuttgart it is possible to purchase the [StudiTicket] online. In this case you just need your matriculation number and no [Verbundpass] and no photo are necessary. You can print or download the [StudiTicket] for usage on your cell phone. For further information please check: https://tickets.ssb-ag.de/index.php/product/778/show

Monthly tickets with Verbundpass

These tickets are valid for a one month period starting any time. The regular monthly ticket will only be valid for the zones that you specify. You can buy the monthly ticket online. As soon as you are officially enrolled as a student at the University of Stuttgart and you prefer a monthly ticket, you may buy the so called [AusbildungsTicket 27/U27] for EUR 47 per month. It is valid for the whole VVS transportation network.

If you take part in the Intensive German Course (IGC) in March 2023, you will get a temporary student ID at the International Office (IZ) valid for the month of March. With this student ID, you can buy the so called [AusbildungsTicket 27/U27] at one of the sales offices (see p. 20).

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 can be downloaded and printed after registration at the residents’ registration office via a coupon code. You may ask for the code at the residents’ registration office. SSB Ticket shop.

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 in the nights between Friday to Saturday and Saturday to Sunday and before holidays. Please refer to the time table of Nachtverkehr (vvs.de)

Summer 2023 [Stammstreckensperrung]

From July 28 till September 8, 2023, the S-Bahn does not operate between the stops Hauptbahnhof, Universität and Österfeld. As a
replacement, buses operate between 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 http://www.vvs.de/stammstreckensperrung/.

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 EUR 18,36 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.

1.9 Personal liability insurance

Unlike health insurance, personal liability insurance is not compulsory in Germany. However, we strongly recommend to get 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 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 Haftpflichtversicherung].

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 by mail.

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, Tue & Thu 11.30 a.m. - 1.30 p.m. (online shop is open 24/7)
Website: https://kopierlaedle.de/en/#td-block-1
Phone: 0711/685-62942, e-mail: info@kopierlaedle.de

Kaufland – copying machine
Kaufland is a big supermarket inside of 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

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.
3. Academic calendar

<table>
<thead>
<tr>
<th>Summer semester 2023</th>
<th>April 1 – September 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes begin</td>
<td>Tuesday, April 11, 2023</td>
</tr>
<tr>
<td>Classes end</td>
<td>Saturday, July 22, 2023</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Winter semester 2023/24</th>
<th>October 1 – March 31</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes begin</td>
<td>Monday, October 16, 2023</td>
</tr>
<tr>
<td>Classes end</td>
<td>Saturday, February 10, 2024</td>
</tr>
</tbody>
</table>

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

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 since there are often exams, compact courses and excursions. Many offices of the university are closed or have shorter office hours. Between Christmas Eve (December 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.

4. Dining halls and cafeterias

[Mensen und Cafeterien]

The Student Services [Studierendenwerk Stuttgart] operate 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.
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 to 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 also open on weekends. Here are some tips for 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](https://www.ebay.de/kaufen)? category [zu verschenken]

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### 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. - 11 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](https://www.stuttgart-tourist.de/wlan-in-stuttgart) 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 7.30 a.m. - 10 p.m., Sun 10 a.m. - 10 p.m.
- **Free WiFi at some places in Stuttgart**: [https://www.stuttgart-tourist.de/wlan-in-stuttgart](https://www.stuttgart-tourist.de/wlan-in-stuttgart)

Opening hours might change.