



University of Stuttgart
Germany

Welcome checklist

2020/2021



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Dear international student,

During these Corona times there is a lot of information subject to ongoing changes. With this online Welcome Checklist we would like to always 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.

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 yet? You need some further information? Please send an e-mail to the International Office: incoming@ia.uni-stuttgart.de

The International Office is more than happy to support you.

Your IO team of the University of Stuttgart

1. Corona website and important links

Please find further support and information especially for international students of the University of Stuttgart here: uni-stuttgart.de/corona-international. Please also keep checking the Corona website of the University of Stuttgart concerning all restrictions on campus: uni-stuttgart.de/corona.

Last update: 19.02.2021

If you suspect illness with COVID 19

If you feel a little bit sick

- Please stay at home and inform the International Office via phone: 0711 685 68566 or e-mail: incoming@ia.uni-stuttgart.de).

If you feel very sick (heavy cough or fever)

- Inform the International Office via phone or e-mail (see above). We will make an appointment for you at the hospital (from Monday to Friday).
- Call 116117 and visit [/www.116117.de/de/coronavirus.php](https://www.116117.de/de/coronavirus.php) or a hospital (e.g. Marienhospital) on holidays and on Saturday and Sunday.

Current legal corona restrictions in Stuttgart and Baden-Württemberg can be found on the following websites

- Robert-Koch-Institut: www.rki.de/EN/Home/homepage_node.html
- World Health Organization (WHO): www.who.int/home
- Current information by the Federal Government: www.bundesregierung.de/breg-en/issues
- Daily update of the Tagesschau: Latest news on the Corona situation: www.tagesschau.de/
- European Centre for Disease Prevention and Control: www.ecdc.europa.eu/en

2. 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.

2.1 Accommodation

Student housing

For students of the University of Stuttgart there are two dormitory providers on campus: the Studierendenwerk Stuttgart 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 (Student Services) or VSSW need to accomplish several steps upon arrival.

You can move into your dorm room only from Monday to Friday. Should the first day of your moving-in month be on a weekend or on a public holiday, you can move in on the first following working day.

Special corona information

For moving into your dorm room it is necessary for you to arrange an appointment with the respective caretaker [Hausmeister]! Information on how to contact him can be found in your moving-in letter [Einzugsschreiben] which you have received from the Studierendenwerk or VSSW. Please consider that you have to pick up your dorm key in person. It is not possible to have someone collect your room key before your arrival.

According to current information the following offices can only be contacted by telephone or (recommended!) by email:

Branch Office of the Studierendenwerk Stuttgart on Campus Vaihingen [Außenstelle Wohnen Vaihingen]: www.studierendenwerk-stuttgart.de/en/accommodation/

Office of the VSSW: www.vssw.de

Offices of the caretakers see moving-in letter or visit www.studierendenwerk-stuttgart.de/wohnen/wohnanlagen/ (caretakers of the Studierendenwerk)

Office run by Selfnet e.V. (for internet access in the dormitories) www.selfnet.de/

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

You have got a room in one of the dormitories managed by Studierendenwerk Stuttgart?

Please consider the different procedures for exchange students and participants of our international Master's programs.

- All international students – except for international program and exchange students:

Go to the caretaker's office [Hausmeisterbüro], for address see your moving-in letter, and receive your dorm key – prerequisite: you have transferred your deposit of EUR 400 and e-mailed your signed tenancy agreement to Studierendenwerk Stuttgart by the deadline given in your moving-in letter and you have arranged an appointment beforehand. As proof of your identity please present your **passport** and a **copy of your tenancy agreement**.

- Exchange students from overseas, participants of our Double Master's and international Master's programs:

Go to the caretaker's office [Hausmeisterbüro], for address 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 and you have arranged an appointment beforehand. The [Hausmeister] will provide your tenancy agreement on-site which you have to sign. As proof of your identity please present your **passport** and a **copy of your tenancy agreement**.

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. You should have received the SEPA form together with your tenancy agreement. Otherwise you can ask the responsible clerk at Studierendenwerk Stuttgart (for e-mail address see tenancy agreement) to send you a new one. With the SEPA authorization your monthly rent can be debited automatically from your bank account.

New tenants of Studierendenwerk Stuttgart have the opportunity to purchase bed linen and coverlets from the [Hausmeister] of their student dorm for EUR 50 (no availability guaranteed). This payment is withdrawn automatically from your bank account along with the first payment of rent. For participants of the international Master's programs bed linen and coverlets are already included in the room rent.

Internet access in dormitories

For all other dormitories than listed below, internet is included in the rent and installed.

For the following dormitories you need to register with Selfnet e.V. in order to receive access to the internet: Allmandring, Heilmannstraße, Pfaffenhof, Straußäcker and Filderbahnplatz.

Special corona information

Due to the corona pandemic personal registration is not possible for the time being. The registration can be done via the website register.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. If you do not have a bank account at the time of registration you can submit your data within the next 14 days.

After registering you have immediate internet access for 14 days. Print the pre-filled registration form and put in in the post box of the Selfnet office (on campus) within 14 days to extend your internet access for the whole semester.

With Selfnet, a "passive membership" starts automatically after the registration. The membership does not end automatically and must be applied for. The resignation is possible at the end of each month. A 7 € membership fee for the current month will apply immediately. If the next month starts within 14 days, the membership fee will be calculated for the next month.

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. 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 deadline. As proof of your identity please present your **passport** and a **copy of your tenancy agreement**.

The monthly rent will be debited automatically from your bank account. In case you have already transmitted the SEPA authorization to VSSW no more steps need to be done. Otherwise you are required to open a bank account in Germany and to 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.

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 our information on [our information on our homepage](#).

2.2 Health insurance

By the time of enrollment all students are required to show proof of health insurance. Please consider the different requirements for EU and non-EU citizens.

For the request of a health insurance you need:

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

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. This insurance costs about EUR 110 per

month and covers most medical and dental cost 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.

All students under 30 years who have already obtained private health insurance through their scholarship program (e. g. Erasmus Mundus students, DAAD scholarship holders) must get a waiver from any of the state health insurance providers. A certificate of the waiver has to be presented by the time of enrollment and of applying for a residence permit.

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).

All non-EU students over 30 years of age must take out a private health insurance. Please consult the IO if you need further information.

Special corona information

Students coming to Stuttgart: In times of corona, you can register for your health insurance online. Please check the different state health insurance providers below and inform yourself about the different offers and services. After you have decided which health insurance provider you want to go for, you can visit their website and apply online. You have to upload your letter of admission at the end. Please remember to provide your health insurance with your certificate of enrollment as soon as you have been enrolled by the university.

Students who stay at home do not need to take out a German health insurance for a successful enrollment. You are only required to take out one once you have arrived in Germany. Non-EU citizens who have to delay their travels due to the COVID-19 to a later point in time during the semester only have to pay for their health insurance starting from the month of their arrival in Germany. E.g. should you come to Stuttgart in February 2021 you will only have to pay from this month onwards (and not for the whole semester as it is usually required). In order to arrange this special scheme please contact your state health insurance provider.

If you arrived in Stuttgart in November and have already paid your health insurance from October onwards you can apply for a refund with the health insurance provider. Please contact your state health insurance provider for further information on how to apply for the refund.

Health insurance for EU citizens

As an EU citizen you are required to bring a European Health Insurance Card (EHIC) from your insurance provider in your home country. You will need a scan of the EHIC. In order to enroll, you will have to upload the scan to the application platform C@MPUS after your arrival. Please make sure to always carry the original card with you. You will receive necessary medical treatment at a doctor, dentist or in a hospital with your EHIC. 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, you are required to take out a student health insurance.

Please note:

EU nationals who take on a mini-job, a working student job or a paid internship during their studies must take out a compulsory German health insurance.

Special rules and exceptions

All those students from countries that have a social security agreement [Sozialversicherungsabkommen] with the EU (like Turkey, Bosnia and Serbia) need to present a copy of their current health insurance to a German state health insurance provider (e. g. AOK, TK). Then they will receive an exemption from the obligation to have mandatory student health insurance [Befreiungsbescheinigung], which is required for the enrollment.

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 necessary form. It is important that the 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 (available at most banks or health insurance companies).

Addresses of state health insurance providers:

AOK Studenten-Service, Breitscheidstraße 18

Office hours: currently closed for the general public, Tel. 0711 2610030

AOK Stuttgart in Vaihingen, Möhringer Landstraße 5-7
Office hours: currently closed for the general public, Tel. 0711 9061760

AOK Campus Vaihingen, Mensa II, Pfaffenwaldring 45
Office hours: currently closed for the general public, Tel. 0711 2069 6910

Barmer GEK Vaihingen, Liebknecht-Str. 29
Office hours: currently closed for the general public, Tel. 0800 333 10 10

DAK Stuttgart, Königstr. 21
Office hours: currently closed for the general public, Tel. 0711 342 52 70

TK (Techniker Krankenkasse), Lautenschlagerstr. 22
Office hours: currently closed for the general public, Tel. 0800 2858585

TK Campus Vaihingen, Mensa II, Pfaffenwaldring 45
Office hours: currently closed for the general public, Tel. 0800 2858585

2.3 Residence registration

Everybody 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. You will be provided with a confirmation of your registration, the so-called [Meldebestätigung]. You need this document for opening a bank account and to obtain a residence permit. You can fill out the application form at home and bring it with you to the residents' registration office.

The following documents must be provided:

- Your passport or ID card > **due to Corona a hardcopy of it only!**
- Registration form [Anmeldung], filled out and signed, available at the IZ, from the [Hausmeister], at any [Bürgerbüro] or online at www.stuttgart.de/medien/ibs/meldeschein.pdf
- Form Wohnungsgeber-Bescheinigung = a confirmation that you have moved in signed by your landlady or landlord or your moving-in letter [Einzugsschreiben] from the Studierendenwerk/VSSW. You can find the document [online](#)

Special corona information

Normally you visit any residents' registration office during their office hours and register. Due to corona most residents' registration offices offer only limited office hours. You can book an appointment online only for emergencies. In order to register you have to hand in your documents by **postal** mail or directly via the letter-box of the Bürgerbüro. Please **proceed as follows**:

1. You can register with any Bürgerbüro in Stuttgart if you live in Stuttgart - we recommend you register at the closest one to where you live
2. Prepare the documents as hard copies (!)
3. Put them in an envelope together with a short notice of your request and your mobile phone number
4. Put them in the letter-box of the Bürgerbüro or send it by postal mail remember the stamp (EUR 0,80 or 1,10 depending on the size of the envelope) – they cannot accept any documents sent by e-mail!

Due to corona you have not to stick to the 14 days rule but should take care of the registration as soon as possible. If your case is an emergency please check the restrictions on the individual offices [online](#) beforehand. Please bear in mind that you are required to wear a facial mask if you go to the residents' registration office in person.

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)
Office hours: Mon, Tue, Thu, Fri 8:30 a.m.–1 p.m., Tue 2 p.m.–4 p.m., Thu 2 p.m.–6 p.m., Tel. 0711 216-93740
- Residents' registration office Vaihingen
Bürgerbüro Vaihingen Rathausplatz 1, Tel. 0711 216-93700
Office hours: Mon, Tue, Thu and Fri 8.30 a.m.–1 p.m., Tue 2 p.m.–4 p.m., Thu 2 p.m.–6 p.m.

[Addresses of further \[Bürgerbüros\]](#).

2.4 Opening a bank account

You must have a German bank account, a so called personal checking account [Girokonto], in order 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.

You can open a personal checking account in person at a local bank or at an online bank [Direktbank]. Usually at an internet bank you can open a bank account rather promptly. However, they offer 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 we recommend that you get an appointment in order to skip the long lines. Please remember to specify that you are a student because many banks charge administrative fees for non-students. All local banks offer online banking.

Please consider to inform yourself about the process of opening an account with the local bank of your choice.

Special corona information

Some banks might have the option of opening a bank account online or offer online consultation instead of appointments in person in the current situation.

When opening a bank account, you will need:

- Proof of your residence registration (see No. 3 above)
- Your passport (EU: identity card)
- Letter of admission from the University of Stuttgart in order to get a cheaper bank account designed for students
- Usually it is possible to hand in your residence permit and your enrollment certificate of the university at a later point.

Examples (no recommendations!) for internet banks:

- Comdirect, <https://comdirect.de>
- DKB, <https://www.dkb.de>
- ING, <https://www.ing-diba.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), <https://www.bw-bank.de>
- Commerzbank, <https://www.commerzbank.de>
- Deutsche Bank, <https://www.db.com>
- Postbank, <https://www.postbank.de>
- Volksbank-Raiffeisenbank, <https://www.vr.de/privatkunden.html>

Upon opening a checking account, you can order a bank card with which you can withdraw cash without charge 24/7 from any of your bank's ATM.

Please note:

When withdrawing cash from a bank other than yours 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 checking account that has no limitations. You may transfer the maximum monthly amount from your blocked account by standing order to your regular checking 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 [Hausmeister]) for the payment of your rent. Please hand it in to the [Hausmeister] of your dormitory as soon as possible.

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.

2.5 Residence and work permit

As a rule, non-EU citizens have to apply for a residence permit. The document is called eAT ([elektronischer Aufenthaltstitel] = electronic residence permit). We strongly recommend that you apply for your Aufenthaltserlaubnis or eAT within the first two weeks of your arrival. The production of your eAT takes about four weeks. When applying for your eAT, the residents' registration office will let you know when you will receive it. The eAT usually consists of a chip card and the supplementary sheet.

Important:

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.

Exception for exchange students:

For students who are planning to stay in Germany **for one semester only, e.g. exchange students**, there will no eAT (chip card) be issued. Those students need to apply for an Aufenthaltserlaubnis (AE, residence permit), which is actually the same as an elektronischer Aufenthaltstitel but not organized in an electronic way. The residence permit will be documented by a notice in your passport only.

Special Corona information

Due to corona you might receive a so-called [Fiktionsbescheinigung] instead (hard copy), sent to you by e-mail or postal mail after applying for a residence permit. With this you have the right to study and stay in Germany but you might not be allowed to travel.

Prerequisite for the enrollment at the university is your residence permit (eAT or AE). This applies to all students! However, the eAT is not available by the time of enrollment. Thus the foreign registration office in Stuttgart provides you with a preliminary confirmation of an authorized residence permit [Vorläufige Bescheinigung über einen bewilligten Aufenthaltstitel] after you have applied for your eAT.

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

Non-EU citizens who require an entrance visa

Students from countries for which an entrance visa is required must have a student visa which has been 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 foreign registration office [Ausländerbehörde] of your place of residence upon arrival. Required documents see below.

Special Corona information

In order to apply for a residence permit in Stuttgart during the time of the corona pandemic, please send your documents via e-mail to the foreign registration office. [Ausländerbehörde]. The foreign registration office [Ausländerbehörde] will guide you regarding the following steps including paying the EUR 100 handling charge.

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 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.

Special Corona information

In order to apply for a residence permit (eAT) in Stuttgart, please send your documents via e-mail to the foreign registration office [Ausländerbehörde]. The foreign registration office [Ausländerbehörde] will guide you regarding the following steps including paying the EUR 100 handling charge.

The following documents must be provided for the foreign registration office:

- Completed and signed (eAT) application form
- Your passport
- Your visa (if applicable)
- One biometrical photo (see page <ÜS>)
- Letter of admission [Zulassungsbescheid] from the University of Stuttgart
- Proof of sufficient funds (minimum EUR 861 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

Special Corona information

Due to corona, pictures or scans of the documents are fine and can be sent to the foreign registration office by e-mail, saved as pdf files.

Biometrical photos are special photos required by the foreign registration office and must be taken by a photographer or by a passport foto booth. Ask for addresses of photographic shops at the IZ. Ordinary passport photos do not fulfil the criteria of biometrical photos. [Further information](#).

You can find a guideline on the application for a residence permit as well as all required forms [online](#).

Address in Stuttgart:

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

Tel. 0711 216-91857 or -91856

Depending on your family name send the documents requested to the following e-mail:

Letter A-E: auslaenderrecht.ae@stuttgart.de

Letter F-M: auslaenderrecht.fm@stuttgart.de

Letter N-Z: auslaenderrecht.nz@stuttgart.de

Please note that the foreign registration office [Ausländerbehörde] currently offers office hours only in specific cases upon appointment. You can **arrange an appointment** with the foreign registration office [online](#).

Special Corona information

If you leave Germany, please bear in mind the travel restrictions and high risk zones. You might have to go into quarantine after your return, depending where you [have travelled to](#). [Please also check out the residence permit FAQ on our website](#)

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. We strongly recommend that you contact the International Office or the foreign registration office, if you wish to leave Germany for more than just a few weeks.

Work permit

Students who are citizens of EU countries can work a maximum of 20 hours per week in accordance with the applicable laws for German students. Students with other nationalities may only work under certain conditions. For further information and on how to find a job, please refer to page 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.

2.6 Registration at the university

Make sure to have the following documents as pdf at hand:

- Letter of admission
- Proof of health insurance
- Passport sized photograph
- Visa for the whole period of your study stay
- Your eAT or a preliminary confirmation of an authorized residence permit (students from non-EU countries only)
- APS certificate (students from China and Vietnam only).

Once you have got all documents, please log into your account at www.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
- Upload your passport photo and the other specified documents e.g. proof of health insurance
- Transfer your semester contribution of approx EUR 200 (for details you're your C@MPUS account) and – if required – your tuition fee of EUR 1.500 per semester – you can find the exact amount in your letter of admission
Exception: Exchange students have to pay a reduced semester contribution of EUR 130,40. 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 in class.

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!

- Print the application for enrollment and sign it.
- Update your address to your address in Germany after your arrival.

Please note that the Admissions Office is currently closed for public. Therefore, please send your documents via postal mail to the [Admissions Office](#). As for students who are currently in their home country please see Special Corona information below.

You have to send the following documents to the Admissions Office:

- Signed application for enrollment
- Proof of health insurance (copy) or a valid EHIC (European Health Insurance Card) for EU citizens (if you are in Germany)
- Only non-EU citizens: your residence permit, visa (copy) or preliminary confirmation of an authorized residence permit [Vorläufige Bescheinigung über einen bewilligten Aufenthaltstitel] (if you are in Germany)

Important:

Non-EU citizens who have submitted a preliminary confirmation of an authorized residence permit to the Admissions Office will be enrolled at the university for three months.

For your final enrollment you are required to present your eAT within these three months. Otherwise you will be exmatriculated!

- Other documents listed in the bottom part of your application for enrollment.

Special Corona information

If you are not in Germany right now, but you would like to enroll anyway so that you can follow the online lectures, please follow the steps mentioned above and send your documents via e-mail. Please mention in your e-mail that you are still at home. Then you will not be required to upload your visa and your health insurance in order to be enrolled for the summer semester 2021. 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.

As soon as you have travelled to Stuttgart, you are required to hand in your visa and your health insurance. If you do not have the European Health Insurance Card you are required to take out a local student health insurance. Concerning the payment of the student health insurance please see above Special corona information, p. 8.

While the Admissions Office is checking your application for enrollment you are able to check its status in C@MPUS. Please note that you have to expect a processing time of approximately 14 days from receipt of your documents to your actual enrollment.

After you have successfully enrolled via postal mail and if you are in Germany the Admissions Office 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 Admissions Office](#).

Please bear in mind that your student ID can only be sent to you if you changed your address to your German address. It is important that your name is written on the letter box, otherwise your mail does not get delivered.

Special Corona information

If you enroll from your home country you will only receive your student ID card after you have travelled to Stuttgart, updated your address to a German address, and submitted your visa and your health insurance.

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

For information about how to get an international student ID please see our [Welcome Guide](#) on p. 31.

2.7 Semester and monthly tickets for public transportation

Stuttgart has a very good public transportation system. You can travel by [Regionalzüge] (regional trains), S-Bahn (commuter trains), U-Bahn (subway), or bus. There are several fare zones [Tarifzonen] and each zone travelled through requires a fee. [An overview of the VVS zones](#) can be found online.

Please note:

Smartphone users can download the useful VVS app which can show you the train connections in Stuttgart and its surrounding area. You can also buy your ticket online.

Important:

In order to use your student card as a transportation ticket from Mon–Fri after 6 p.m. and on weekends/public holidays you will need to print the VVS semester badge from the SSB's website. [A detailed guide is provided online.](#)

You need to use public transport all day? Then please remember that you need a StudiTicket/semester ticket, see below.

You need a semester or monthly ticket?

Special Corona information

At stations and in all public transport vehicles facial masks are obligatory!

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You need to use public transport all day? Then please remember that you need a StudiTicket/semester ticket, see below.

You need a semester or monthly ticket?

Then you need a so called [Verbundpass]. Use an [order form](#), in one of the sales offices of the SSB [Stuttgarter Straßenbahnen] or VVS [Verkehrsverbund Stuttgart] or the welcome package of the IO. Fill in the order form and hand it in at one of the sales offices together with a passport photo. Also bring your student ID card. We recommend that you visit one of the sales offices at the main train station (Arnulf-Klett-Platz 3), at Stadtmitte, or at Charlottenplatz. Here, the [Verbundpass] can be issued immediately, otherwise it will be sent to you by mail later.

For the [Verbundpass] to be valid, you need to buy a monthly or a semester ticket at any VVS/SSB sales office.

Monthly tickets with Verbundpass

These tickets are valid for a one month period starting any time. The monthly ticket will only be valid for the zones that you specify. You can [buy the monthly ticket](#) online.

The StudiTicket/semester ticket with Verbundpass

If you pay approximately EUR 210 you can use the whole VVS transportation network without time limits and during the entire semester (Oct. 1 to March 31 or April 1 to Sept. 30). The [StudiTicket] contains a [Verbundpass] (including a passport photo) and

a stamp, the so-called [Wertmarke]. It is possible to buy the [StudiTicket] online. For further information and online purchase check: en.vvs.de/tickets/studiticket/

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. This requires a stay of minimum six months and a minimum age of 18. 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 operate on weekends. Most depart from Schlossplatz at 1:20 am, 2 am, 2:30 am, 3:10 am and 3:40 am 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 www.vvs.de/nachtverkehr

Special Corona information

Be aware that – depending on the current COVID-19 situation – night buses and S-Bahn trains might not operate during the night!

2.8 Broadcasting service fee (GEZ)

The Rundfunkbeitrag is a mandatory fee for receiving the state-funded radio and TV programs and has to be paid by every household. The fee amounts to EUR 17,50 per month (As of January 2021 the amount will increase to EUR 18,36) independent of how many family members or flatmates live there. If you share an apartment you must therefore pay only a small part. You or one of your flatmates must register with the so-called ARD ZDF Deutschlandradio Beitragsservice. The non-paying members have to inform the agency that their fee has already been collected under the registered person's fee account number but do not personally register! More information and the registration/deregistration forms which need to be sent online can be found at: www.rundfunkbeitrag.de. Students living in the student dormitory, please also check [the Broadcast Service Information](#).

2.9 Personal liability insurance

Unlike health insurance, personal liability insurance is not compulsory in Germany. However, we strongly recommend that you take one out. This insurance covers damage caused by you 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]).

3. Edit and print documents (online)

Due to different procedures of authorities in Stuttgart you may need to fill or hand in documents either online or by mail. The following hints might make dealing with formalities easier:

If you can, 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 might help:

Visit the website: www.pdfescape.com/open

2. 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

Kaufland – copying machine

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

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

Opening hours: Monday to Saturday 07.00 a.m. to 22.00 p.m.

Website: Schwabengalerie

Contact: 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, 70569 Stuttgart

Opening hours: Monday to Friday: 10.00 a.m. to 6.30 p.m.,

Saturday: 10.00 a.m. to 3.00 p.m.

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

Contact: 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 train station (Hauptbahnhof).

Address: Stephanstraße 33, 70173 Stuttgart

Opening hours: Monday to Friday: 9.00 a.m. – 7.00 p.m.,

Saturday: 11.00 a.m. to 6.00 p.m.

Website: www.kopierzentrum-stuttgart.de/

Contact: info@kopierzentrum-stuttgart.de

4. Academic calendar

| Winter semester | October 1 – March 31 |
|-----------------|-----------------------------|
| Classes begin | Monday, November 2, 2020 |
| Classes end | Saturday, February 13, 2021 |
| Summer semester | April 1 – September 30 |
| Classes begin | Monday, April 19, 2021 |
| Classes end | Saturday, July 24, 2021 |

Please take note of national and state holidays as well of 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. Examinations, compact courses, and excursions often take place during this period. Many offices of the university are closed or have shorter office hours. Between Christmas Eve (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. Please also mind any travel restrictions due to the current corona situation.

5. Dining halls and cafeterias

[Mensen und Cafeterien]

The Student Services [Studierendenwerk Stuttgart] operate several cafés on both university campuses. Cafeterias are usually open between 8:30 a.m. and 4:30 p.m. Dining halls [Mensen] are usually open only between 11:15 a.m. and 2:15 p.m.

Every day there are different dishes to choose from which cost between EUR 4 to EUR 6. As well as providing lunch at a reasonable price, the dining halls serve as general meeting points and information centers. You can find almost anything on the bulletin boards [Schwarzes Brett] where flyers and posters inform students about events, sales, rooms for rent etc.

Mensa I, Holzgartenstr. 11 (City Center)

Mensa II, Pfaffenwaldring 45 (Campus Vaihingen)

Special Corona information

Except for the canteen on Campus Vaihingen (Mensa Vaihingen), the canteens/cafeterias of the Studierendenwerk are closed until further notice. In the Mensa Vaihingen take-away meals are offered. You can see the current menu [online.](#)

6. 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 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 the Rotenbühlplatz and some shops in the Arnulf-Klett-Passage are open longer hours and on weekends. Here are some addresses for specific needs of international students:

Asian groceries

- GoAsia Königstraße 1c, <https://goasia.net/>

Arabic groceries

- Sevinc Süpermarket, Bebelstr. 57

Kosher groceries

- <https://www.doronia-shop.de/>

Halal quality food

- <https://www.der-puten-shop.de/halal-qualitaet/>

Reasonably priced furniture

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

Laundromats

- <https://www.waschsalon-stuttgart.com>
- City center: Wilhelmstr. 11
- S-West: Schwabstr. 73

Items for free

www.verschenkmarkt-stuttgart.de/

7. 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.

Jugendagentur Stuttgart, Esslinger Str. 42 (free WiFi), Mon-Fri 2 p.m.-6 p.m.

Stadtbücherei Stuttgart, currently closed

Mailänder Platz 1

Rathausbücherei, Marktplatz 1 (free WiFi), currently closed

Starbucks Coffee House, Königstr. 44 (Bring your own notebook), Mon-Fri 7 a.m.-9 p.m (currently available only for coffee to go)

Internet and Call Shops (currently closed)

Many shops in the center of Vaihingen and Stuttgart (currently closed)