Pre-departure Checklist

For exchange and program students in Erasmus+, Erasmus Mundus, Overseas and Double Master’s programs

Winter semester 2018/19
This brochure will inform you about the following:

1. What you need to think of prior to coming to Stuttgart
2. First steps after your arrival in Stuttgart
3. Academic calendar

What you need to think of prior to coming to Stuttgart

- Bring along the following papers and documents to Germany:
  - **Letter of admission** *(Zulassungsbescheid)* which is generated by the C@MPUS system
  - If you have applied for a room in the student dormitory: housing information and rental contract *(2x)*
  - Your passport
  - **Visa:**
    - **Entry visa-free**
      - Citizens of the **EU** do **NOT** need a visa to enter Germany.
      - Citizens of **Australia, Brazil, Canada, Japan, South Korea, New Zealand, Israel** and the **USA** also can enter Germany without visa and need to apply for a residence permit upon arrival. They also need a **proof of sufficient financial resources**, e.g. a proof of scholarship or a bank statement of their parents e.g.. A form is available at the International Office, e-mail: incoming2@ia.uni-stuttgart.de (not applicable to EU citizens)
    - **Visa required**
      - Citizens of a **non-EU** country not mentioned on the left **need a visa**.

- **Health Insurance:**
  - **EU Students**
    - Students from **EU countries** need the **European health insurance card (EHIC)** for proof of health insurance. It is available at the health insurance company of your home country.
  - **Non-EU Students**
    - Due to German regulations **students from non-EU countries** are required to purchase a **student health insurance** at a local insurance company in Stuttgart which amounts to approx. 90 EUR per month (exception: Students from Bosnia, Serbia and Turkey need to bring a confirmation of their current health insurance). You will receive further information at the International Office after your arrival. Students who have a **health insurance by their program** need to bring the policy.

* Please note:
The compulsory student health insurance comes into effect at the inception of the term (October 1). If you arrive ahead of time, e.g., to attend the intensive German course, we strongly recommend that you take out travel health insurance at your home country to cover the period until October 1.

- **If you have applied for our intensive German course** you will receive a **confirmation** via e-mail. Bring this confirmation with you
- **In case you are a scholarship holder of the Baden-Württemberg Foundation (BW scholarship)** make sure to bring the original **scholarship contract** with you
If you arrive in Stuttgart on a Saturday/Sunday or before your rental contract begins, you will not be able to move into your dormitory room. We suggest you stay at a youth hostel or a guest house for the first nights. Please be sure to book in advance. For more information please visit our website:

- www.uni-stuttgart.de/en/study/living-in-stuttgart/housing/

- Make sure you have enough money available: All exchange students will have to pay a semester contribution of approx. 110 EUR in order to get enrolled. Additionally some program and most degree students have to pay an administrative fee of some 70 EUR. You will receive more information after your arrival. If you have applied for the intensive German course you have to pay the course fee of 250 EUR after your arrival in Stuttgart by bank transfer.

- You will also need some small change (about 5 EUR) for public transportation from the airport/ train station to the Vaihingen campus or city center.

- Do not forget to bring along clothing for rainy and cold weather.

- Do not forget to bring along any medicine you might need to take regularly.

- For all electrical appliances, you will need a 220 volt adapter.

- If you have applied for the intensive German course the official date of arrival is Monday, September 3, 2018 when we expect you to come to our International Office at the IZ. The first moving-in day is Monday, September 3, 2018. Please remember that you can get the dorm key only during the office hours of your dorm’s caretaker (Hausmeister) which you can find enclosed in your housing information package!

The international buddy program ready.study.stuttgart aims to support you during your start here in Stuttgart. Our buddies will welcome you at the terminal, help you to buy a ticket for the public transportation and show you which train you need to take in order to get to your accommodation. On campus (Vaihingen) you will be also welcomed by a buddy team. One of the buddies may accompany you to your accommodation on request.

Additionally, you can register for the guidance on formalities. One buddy will explain to you and other international students how to open a bank account, deal with the health insurance and to register with the residence registration office. There is a limited amount of places available (first come, first served).

Please register at least 3 weeks prior to your arrival here:

- www.uni-stuttgart.de/en/study/international/ready-study-stuttgart/pick-up/
Students arriving in September: First steps after your arrival in Stuttgart

Please be sure to arrive on Monday, September 3, 2018. Only students who are present from the first day on can attend the intensive German course (IGC) and participate in the subsequent extensive course during the semester.

**Monday, September 3, 2018:**

Arrival, moving into your dorm room, registering at the IZ, picking up your personal Welcome Package, settling formalities

If you move into a student dormitory:

1. Go to the office of the caretaker (*Hausmeister*) of your dorm. Please mind the office hours (see housing information)!
2. Move into your dorm room and relax.

All program students:

3. Go to the International Office (IZ). All students will receive a Welcome Package with information about the formalities and a detailed program about the following days. During some information sessions in small groups we go through all the formalities and help you with the authorities (guidance on formalities).

Erasmus+ and Erasmus Mundus students:

4. Make an appointment with your Erasmus+ academic coordinator or Erasmus Mundus program coordinator!

* Please note:

**Erasmus+ students** come from universities of EU countries and Bosnia, Belarus, Switzerland and Turkey.

**Overseas students** are visiting exchange students from outside of the European Union, e.g. North and Latin America, Asia, US,...!

**Erasmus Mundus** students come from all over the world. They study for two semesters and complete a Master's degree.

Office hours of the IZ

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<thead>
<tr>
<th>Office hours of the IZ during the arrival week in September:</th>
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<tbody>
<tr>
<td><strong>Mon</strong> September 3 9 am to 12 pm 1:30 pm to 4 pm</td>
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<tr>
<td><strong>Tue</strong> September 4 10 am to 12 pm 1:30 pm to 4 pm</td>
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<tr>
<td><strong>Wed</strong> September 5 10 am to 12 pm 1:30 pm to 4 pm</td>
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<tr>
<td><strong>Thu</strong> September 6 10 am to 12 pm</td>
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<tr>
<td><strong>Fri</strong> September 7 10 am to 12 pm</td>
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Regular office hours of the IZ:

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<th>Regular office hours of the IZ:</th>
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<tr>
<td><strong>Mon - Fri</strong> 10 am to 12 pm</td>
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<tr>
<td><strong>Mon + Wed</strong> 1:30 pm to 4 pm</td>
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Address:

International Office - Internationales Zentrum (IZ)  
Pfaffenwaldring 60 (Vaihingen Campus), level 1  
70569 Stuttgart  
Phone +49 (0)711 685-685 66

📧 incoming@ia.uni-stuttgart.de (Erasmus+ students)  
📧 incoming2@ia.uni-stuttgart.de (Overseas students)
We recommend that visiting exchange students who do not participate in our intensive German course in September arrive in the week before the lectures start (from Monday, October 8 onwards). Every student will receive a Welcome Package with information about the formalities, studying and living in Stuttgart.

### Winter Semester 2018/19*

| Classes start: | Mon, Oct 15, 2018 | Classes end: | Sat, Feb 09, 2019 |

*Please note:
Because of the Christmas holidays there are no lectures from Saturday, December 22 to Sunday, January 6.

The university and all shops are closed on public holidays:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Wednesday, October 3</td>
<td>German Unification Day</td>
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<tr>
<td>Thursday, November 1</td>
<td>All Saints’ Day</td>
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<tr>
<td>Monday, December 24</td>
<td>Christmas Eve</td>
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<tr>
<td>Tuesday, December 25</td>
<td>Christmas Day</td>
</tr>
<tr>
<td>Wednesday, December 26</td>
<td>Christmas Day</td>
</tr>
<tr>
<td>Tuesday, January 1</td>
<td>New Years’ Day</td>
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<tr>
<td>Sunday, January 6</td>
<td>Epiphany</td>
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Classes usually do not take place from mid-February to mid-April and from mid-July to mid-October. However, many examinations and block courses take place during these periods.

**Welcome to Stuttgart!**
**We hope that you will have a very pleasant and rewarding stay!**

*Your International Office*