



University of Stuttgart  
Germany

# Welcome checklist

2022/2023



This **Welcome checklist** is available as hard copy and online:

[www.student.uni-](http://www.student.uni-stuttgart.de/studienbeginn/document/Welcome%20Checkliste.pdf)

[stuttgart.de/studienbeginn/document/Welcome Checkliste.pdf](http://www.student.uni-stuttgart.de/studienbeginn/document/Welcome%20Checkliste.pdf)

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**Dear international student,**

During the Corona pandemic 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 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](https://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](mailto: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](https://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](https://uni-stuttgart.de/corona).

**If you suspect illness with COVID 19 and feel very sick (heavy cough or fever)**

- Call 116 117 and visit [116117.de/de/coronavirus.php](https://116117.de/de/coronavirus.php) or a hospital (e.g. Marienhospital) on holidays and on Saturday and Sunday.
- If you need any further assistance contact the the International Office via phone: 0711 685-685 66 or e-mail: [incoming@ia.uni-stuttgart.de](mailto:incoming@ia.uni-stuttgart.de)

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

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 check in on the first following working day. For details please check the moving-in letter [Einzugsschreiben] which you have received from the Studierendenwerk Stuttgart or VSSW. For students moving into a dormitory of Studierendenwerk Stuttgart it is possible to have someone collect their room key before arrival. Therefore it is necessary to send this person an authorization. Please use the form transmitted together with the moving-in letter.

#### 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]. 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.

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

**Branch Office of the Studierendenwerk Stuttgart on Campus Vaihingen**  
[Außenstelle Wohnen Vaihingen]: [www.studierendenwerk-stuttgart.de/en/accommodation/#panel-10479-1](http://www.studierendenwerk-stuttgart.de/en/accommodation/#panel-10479-1)

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

**Office run by Selfnet e. V.** (for internet access in the dormitories)  
[www.selfnet.de/](http://www.selfnet.de/)

The offices of the caretakers in the dormitories of Studierendenwerk Stuttgart and of VSSW are open during their office hours. For details see moving-in letter or – in case of Studierendenwerk Stuttgart – visit [www.studierendenwerk-stuttgart.de/en/accommodation/dormitories](http://www.studierendenwerk-stuttgart.de/en/accommodation/dormitories). 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. All international students – except for 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 and Erasmus programs, participants of our Double 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. 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. 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.

### 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 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.

### Internet access in the dormitories of Studierendenwerk Stuttgart and VSSW:

For the following dormitories you could register with Selfnet e.V. in order to receive access to the internet:

Allmandring, Bauhäusle, Pfaffenhof, Straußäcker, Filderbahnplatz, Alexanderstraße, Anna-Herrigel, Birkenwaldstraße, Brückenstraße, Heilmannstraße, In der Au, Kernerstraße, Landhausstraße, Max-Kade-Haus, Neckarstraße, Rieckestraße, Rosensteinstraße, Theodor-Heuss-Heim, Wiederholdstraße and Boardinghouse Stuttgart. For all other dormitories 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 via the website <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 (in the best case, one from VSSW or Studierendenwerk Stuttgart) and, if available, a European bank account.

With Selfnet, a “regular 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 EUR 7 membership fee for the current month will apply immediately.

### **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](#).

## ● **2.2 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:

- 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)  
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 get enrolled at the University of Stuttgart. This insurance costs about EUR 120 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.

After you have taken out a health insurance the insurance provider must inform the university electronically about your health insurance status before enrollment. If 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, Serbia and Turkey**, see **Special rules and exceptions**.

All students under 30 years 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. Before they can be enrolled the health insurance provider must confirm with the university electronically that they are exempt from a state 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).

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.

### 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.

**Exception:** 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 or apply for a refund if they have already paid your health insurance. In order to arrange this special scheme please contact your state health insurance provider.

### Health insurance for EU citizens

As an EU citizen you are required to bring a European Health Insurance Card (EHIC or GHIC) from your insurance provider in your home country. In order to enroll, you will have to get in touch with any state health insurance provider (addresses 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

#### PLEASE NOTE

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

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. 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 [Sozial-versicherungsabkommen] with the EU like **Bosnia, Serbia or Turkey** need to get in touch with any state health insurance provider (addresses 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 you can 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 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 - 20 per year (available at most banks or health insurance companies).

#### Addresses of state health insurance providers:

AOK Studenten-Service, Breitscheidstraße 18

Office hours: Mon 8:30 a.m. - 5 p.m., Tue - Fri 8:30 a.m. - 1:00 p.m.,  
Tel. 07031 261 00 30

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](mailto:andreas.koehn@bw.aok.de)

Barmer GEK Vaihingen, Liebknechtstr. 29

Office hours: Mon - Thu 9 a.m. - 4 p.m., Fri 9 a.m. - 1 p.m.,  
Tel. 0800 333 10 10

DAK Stuttgart, Königstr. 21

Office hours: Mon - Wed 9 a.m. - 4 p.m., Thu 9 a.m. - 5 p.m., Fri 9 a.m. - 1 p.m.,  
Tel. 0711 342 52 70

TK (Techniker Krankenkasse), Lautenschlagerstr. 22

Office hours: Mon - Wed 9 a.m. - 4 p.m., Thu 9 a.m. - 6 p.m., Fri 9 a.m. - 12 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](mailto:gonca.dogan@tk.de)

## ● 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 (if applicable). 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
- 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](http://www.stuttgart.de/medien/ibs/meldeschein.pdf) (in German only). English translation assistance document available 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 translation assistance document available at the International Office).

You have to register in person at the residents' registration office in order to get your [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



Meldeschein



Wohnungsgeber  
-Bescheinigung

### PLEASE NOTE

With each move the new address must be communicated. When you move to another city you have to register there with the city administration. This 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.

current regulations at the relevant [Bürgerbüro] online beforehand. At some [Bürgerbüros] - but not in Vaihingen - you can book a personal appointment online.

### 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 - Fri, Wed, Fri 8:30 a.m. – 1 p.m., Tue 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 40
- 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.–1 p.m., Tue 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 \[Bürgerbüros\].](#)



Bürgerbüros

## ● 2.4 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.

You can open a personal current account in person at 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 specify 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.

### CORONAINFORMTION

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 from 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.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](http://www.bw-bank.de)
- Commerzbank, [www.commerzbank.de](http://www.commerzbank.de)
- Deutsche Bank, [www.deutsche-bank.de/ms/pc/home.html](http://www.deutsche-bank.de/ms/pc/home.html)
- Postbank, [www.postbank.de](http://www.postbank.de)
- Volksbank-Raiffeisenbank, [www.vr.de/privatkunden.html](http://www.vr.de/privatkunden.html)

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

### 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

### 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.

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. 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). We strongly recommend that you apply for your [Aufenthaltserlaubnis] or eAT within the first two weeks of your arrival. It may take from two weeks to two months to receive an appointment. The production of your eAT takes about four 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 you with 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.

### **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.

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 yourself whether you want to use the online identification function. There is no obligation to activate this feature.

In the case of a move the foreigners' registration office at the new place of residence becomes responsible on the day you register your new address with the residents' registration office. Unfortunately it can take a few days to 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.

#### **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.

#### **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 is documented by an entry in your passport.

#### **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 foreigners' registration office [Ausländerbehörde] of your place of residence upon arrival. Required documents see below.

#### **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.

#### **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.

#### **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 foreigners' registration office [Ausländerbehörde]. Add a note that you want to apply for a residence permit for the first time and ask for an appointment. The [Ausländerbehörde] will advise you regarding the following steps including payment of the EUR 100 handling charge.

#### **The following documents must be provided for the foreigners' registration office:**

- Completed and signed application form for a residence permit
- Your passport
- Your visa (if applicable)
- One 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.

#### **CORONA INFORMATION**

During the time of the Corona pandemic pictures or scans of the documents are accepted and can be sent to the foreign registration office by e-mail as pdf files.

**Biometrical photos** are special photos required by the foreign registration. Ordinary passport photos do not fulfil the criteria of biometrical photos. Ask for addresses of photographic shops at the IO. [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:

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

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

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

Please note that the foreigners' registration office [Ausländerbehörde] currently offers office hours only in specific cases upon appointment. You can **arrange an appointment** with the foreign registration office by e-mail (see above) or phone.



Application for a residence permit

### **CORONA INFORMATION**

If you leave Germany please bear in mind any travel restrictions. 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

### **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 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.

### **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-extinction when leaving Germany for more than 6 months.

## ● 2.6 Registration at the university

### First enrollment steps for all students

Please log into your account at [campus.uni-stuttgart.de/](https://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 which is asking for your insurance number!). For further information on health insurance, please see chapter 2.2. 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 202,20 (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 EUR 132,20 - Double Master's students and exchange students are exempt from paying the tuition fee
- Print the application for enrollment and sign it
- **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 2.2). For further information on health insurance please see chapter 2.2. Health insurance

#### 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!

### To continue your enrollment procedure from abroad (recommended), please follow these steps

Send the signed application for enrollment form to the Office for Application, Admission and Enrollment and mention that you are still abroad. Use the contact form on the website, choose "Enrollment" as the subject and upload the document as a scan (PDF file).

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 following documents via postal mail to the Office for Application, Admission, Enrollment to finalize your enrollment:

- Your (certified) documents.
- Other documents listed in the bottom part of your application for enrollment.
- Only non-EU citizens: residence permit (eAT or AE), visa (copy) or preliminary confirmation of an authorized residence permit [Vorläufige Bescheinigung über einen bewilligten Aufenthaltstitel] (if you are in Germany).  
Please see information on

To continue your enrollment procedure after arriving in Stuttgart, you have to send the following documents to the Office for Application, Admission, Enrollment:

- Signed application for enrollment
- Other documents listed in the bottom part of your application for enrollment.
- 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 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 eAT 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 receipt of your documents to your actual enrollment. Therefore, we recommend to start the enrollment process while you are still abroad.

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 the letter box, otherwise your mail does not get delivered.

#### PLEASE NOTE

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

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](mailto: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 regional trains [Regionalzüge], commuter trains [S-Bahn], subway [U-Bahn], or bus. There are several fare zones [Tarifzonen] and each zone travelled through requires a fee. [An overview of the VVS zones](#) as well as further ticket information (prices, booking) and an overview of the rail and track network can be found online.



VVS

## PLEASE NOTE

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.

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.

The S-Bahn does not operate between the stops Hauptbahnhof, Universität and Österfeld until September 12, 2021. Replacement buses operate between main station and Campus Vaihingen as well as between Vaihingen train station and Campus Vaihingen. In both cases the buses stop at Haltestelle Universität (Schleife) near Universitätsstr. 38 (Computer Science). For more information see <http://www.vvs.de/stammstreckensperrung/>.

Night buses operate on weekends. Most depart from Schlossplatz at 1.20 a.m., 2 a.m., 2.30 a.m., 3.10 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 [www.vvs.de/nachtverkehr](http://www.vvs.de/nachtverkehr)

## CORONA INFORMATION

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

### **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.

### VVS semester stamp

(valid Mon-Fri from 6 p.m. and all day on weekends/public holidays)

After your enrollment you can print out a VVS semester stamp via the SSB website [www.ssb-ag.de/tickets/schueler-azubis-und-studierende/semestermarke/](http://www.ssb-ag.de/tickets/schueler-azubis-und-studierende/semestermarke/)

In combination with a valid ID card the VVS semester stamp is valid as a VVS ticket Mon - Fri from 6 p.m. and on weekends/public holidays. You must carry the ECUS student ID with you.

### The StudiTicket 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). If you purchase the ticket over the counters of VVS or SSB the [Verbundpass] with passport photo is necessary. The [StudiTicket] contains a [Verbundpass] (including a passport photo) and a stamp, the so-called [Wertmarke].

### The StudiTicket to purchase online

It is possible to purchase the [StudiTicket] online. In this case, no [Verbundpass] and no photo are necessary. You can print or download the [StudiTicket] for usage on your cell phone. For further information and online purchase please check:

<https://tickets.ssb-ag.de/index.php/product/778/show> or: [VVS - StudiTicket - DB Regio Ticketshop - Products \(dbregio-shop.de\)](#)



SSB

### VVS 14 days trial ticket

New citizens can travel free of charge in the VVS network for 14 days after their registration at the residents' registration office. 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](#).

## ● 2.8 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 the radio and TV programs. The fee amounts to 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 have to inform the agency that their fee has already been collected under the registered person's fee account number but they do not personally register! More information and the registration/deregistration forms which need to be sent online can be found at: [Der Rundfunkbeitrag - English](#). Students living in the student dormitory, please also check [the Broadcast Service Information](#).



Rundfunkbeitrag

## ● 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

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:

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 p.m. (online shop is open 24/7)

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

Contact: [info@kopierlaedle.de](mailto:info@kopierlaedle.de)

#### **Kaufland – copying machine**

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

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

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

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

Phone: 0711 3586010

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

Address: Robert-Koch-Str. 2, 70569 Stuttgart

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

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

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

#### **Stuttgart city center**

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

Address: Stephanstr. 33, 70173 Stuttgart

Opening hours: **Mon - Fri**: 9 a.m. – 7 p.m.

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

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

## 4. Academic calendar

<b>Winter semester</b>	<b>October 1 – March 31</b>
Classes begin	Monday, October 17, 2022
Classes end	Saturday, February 11, 2023
<b>Summer semester</b>	<b>April 1 – September 30</b>
Classes begin	Tuesday, April 11, 2023
Classes end	Saturday, July 23, 2023

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 9 a.m. and 4 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 3 to EUR 6. You can see the current menu [online](#)

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, Ossietzkyst. 3 (Campus City Center).

Mensa II, Pfaffenwaldring 45 (Campus Vaihingen),

### **Food and coffee to go**

You can also 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 it to the cafeterias of Student Services or to any other participating catering establishment. Beverages can be purchased in a returnable cup from RECUP (EUR 1 deposit).

## **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 Rotebühlplatz and some shops in the Arnulf-Klett-Passage have longer opening hours and on weekends. Here are some addresses 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](#)

### Reasonably priced furniture

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

### Laundromats

- [wash&go](https://www.washandgo.com/) <https://www.washandgo.com/>
- 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
  - Ohne PlaPla, Fürstenstr. 5
  - Schüttgut, Vogelsangstr. 51
  - Wandel.Handel, Wagenburgstr. 123

### Items for free

[www.verschenkmarkt-stuttgart.de/](http://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., Sun and holidays: 8.30 a.m. - 6 p.m.
- Jugendagentur Stuttgart, Esslinger Str. 42 (free WiFi), Mon: 2 p.m. - 6 p.m.
- Stadtbücherei Stuttgart, Mailänder Platz 1, Mon - Sat: 9 a.m. and 9 p.m. Wi-Fi can only be used if one has a library account and ID. Kindly check the following link for more information about internet, PC, and printer usage in the city library:  
[https://stadtbibliothek-stuttgart.de/aDISWeb/app?service=direct/0/Home/\\$DirectLink&sp=SOPAC](https://stadtbibliothek-stuttgart.de/aDISWeb/app?service=direct/0/Home/$DirectLink&sp=SOPAC)
- 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 a.m.-10:30 p.m., Sun 10 a.m. - 10 p.m.

Please keep in mind that opening hours and current status might differ.