



University of Stuttgart
International Office



Pre-departure Checklist

For degree-seeking students of the
Master's program INFOTECH

Winter semester 2019/20



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*) generated by C@MPUS
- ☒ **Original of your certificates** (school leaving certificate, BSc degree, transcript of BSc studies, language certificates)
- ☒ **Housing information** and **rental contract** (if you applied for a room in the student dormitory)
- ☒ Your **passport**
- ☒ **Visa**
- ☒ Proof of **health insurance**
- ☒ **Scholarship contract** - in case you are a (DAAD-) scholarship holder
- ☒ **Intensive German Course not obligatory for INFOTECH!** Applicants for the **intensive German course** will receive a **confirmation** via e-mail. Bring this confirmation with you.

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 but need to apply for a residence permit upon arrival.

You will need:

- ☒ Proof of **sufficient financial resources** at least **EUR 735 per month** (blocked bank account, a declaration of financial commitment, a bank statement showing the credit balance in a bank account in Germany, a proof of stipend or scholarship)
- ☒ Proof of accommodation in Germany.

Visa required

Citizens of a **non-EU** country not mentioned on the left **need a student visa**.

Please apply at the **German embassy** or consulate in your country of residence. Schedule an appointment as soon as possible, since visa procedures can take **up to six months**. The visa is usually issued for three month. It must be changed into a residence permit after your arrival in Germany.

Check with the German embassy office which **additional documents** you need. This might vary from country to country.¹

Please find further information at: www.uni-stuttgart.de/en/study/international/visa/

¹ Applicants from China, Vietnam and Mongolia need their academic documents certified by the APS office. (www.aps.org.cn, www.vietnam.diplo.de, www.ulan-bator.diplo.de/aps)



Health insurance

EU Students and Students from countries with a social security agreement

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.

Students from countries with a social security agreement e.g. **Bosnia, Serbia and Turkey** need to bring a confirmation of their current health insurance.

Non-EU Students

Due to German regulations **students from non-EU countries** under 30 years of age are required to purchase a **student health insurance** at a local insurance company in Stuttgart which amounts to approx. 90 EUR per month. Students who have a **health insurance by their program or scholarship provider** need to bring the policy.

Please note:

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

Non-EU citizens who are **30 years** of age **or older** must take out a private insurance meeting German standards. All private health insurances in Germany usually exclude pre-existing chronic disease e.g. asthma, diabetes, stomach ulcer, chronic headaches (-> migraine etc.). It will be necessary that you purchase an insurance from your home country which will cover up for it. Please contact the International Office for further information.

Intensive German course

This offer is only optional for INFOTECH

The **International Office** offers an **intensive German course**:

📍 www.uni-stuttgart.de/en/study/international/german-courses/intensive/#id-0980c020

The course is running from **September 2 to October 11, 2019**. The course director of your Master's program will **inform** you on how to **register** for this course.

Dates for the intensive German course are subject to slight changes due to availability of lecture halls/rooms. A schedule will be handed out upon arrival in Stuttgart at the International Office:

Mon, September 2	Registration at the International Office
Tue, September 3	Introduction to the intensive German course and placement test
Wed, September 4	Official welcome by the International Office
Thu, September 5	Information session: Important advice about living & studying in Stuttgart
Fri, September 6 (Mon - Fri: 8:30 am - 1:45 pm or 2 pm - 7:15 pm)	Start of German language classes

Please note:

Attendance is mandatory at all these events otherwise students will not be able to take up the course.

Accommodation

The **Studierendenwerk Stuttgart** is the organization that provides and manages student dormitories in Stuttgart:

🔗 www.studierendenwerk-stuttgart.de/en/accommodation

We strongly advise you make use of this option, since finding a room on the private housing market is extremely difficult, very expensive and takes a long time.

Only **single rooms** in mixed (male/female) student dormitories with shared kitchen/bathroom are available.

Please note that you must have accepted your admission for your international Master's program through your C@MPUS account by the time you apply for a dorm room. Apply online at:

🔗 www.studierendenwerk-stuttgart.de/en/onlinebewerbung-wohnen

Use the **instruction manual attached** for your room application.

Mind the application deadline: June 15, 2019.
Late applications cannot be considered.

Please note:

The **reservation period** for Master's students in the international Master's programs starts on either **September 1 or October 1** depending on the start of your program. Unlike regular students of the University of Stuttgart who are put on (long) waiting lists, students in the international Master's programs are given priority by being offered a dormitory room from the start of their program. However, students in international Master's programs cannot choose the dormitory they would like to stay in, since the **allocation of rooms** is based on availability. Please note that neither the International Office nor your Master's program have any influence concerning which dorm room is offered to you.

Furthermore, there is **no guarantee to get a room offer** by the *Studierendenwerk Stuttgart*, as the **number of rooms** reserved for new students of the international Master's programs is **limited!** Rooms are assigned according to **first-come, first-served**.

As soon as the **Studierendenwerk Stuttgart** has assigned the rooms (approx. 4 - 6 weeks prior to



the reservation period), they will send you a **room offer** by e-mail. This offer includes the **rental contract**, your **hirer code**, contact details of the person in charge at the *Studierendenwerk Stuttgart*. You will also receive instructions on how to confirm the room offer from your side so that the contract becomes effective.

In order for the rental contract to become effective you must transfer a deposit of **EUR 700** to the bank account of the *Studierendenwerk Stuttgart*. Mind the **deadline** communicated by the *Studierendenwerk* for the transfer to arrive in **their account**!

The EUR 700 deposit already includes EUR 300 for the first month's rent while EUR 400 will be reimbursed at the end of your stay in the dormitory if there are no complaints about the status of your room.

Should you come to Stuttgart at a time when you cannot move into your dorm room immediately, we recommend you book a room in a youth hostel or a low-budget hotel well in advance.

Private/temporary accommodation

If you are not among those who have been allotted a dorm room, you will have to search for a room on the **private housing market**.

During your room search we recommend you stay in one of the **youth hostels** or low-budget hotels in Stuttgart. You can find many links and tips for **private** and **low budget** places here

🔗 <https://www.uni-stuttgart.de/en/study/living-in-stuttgart/housing/index.html>

Please note that it is absolutely **necessary to book in advance**, since hostel and low-budget hotels are quickly booked out at this time of the year!

Items of practical use

If you are moving into a student dorm of the *Studierendenwerk Stuttgart* please remember that the **first moving-in day is September 2 or October 1**. You can get the dorm key only during the office hours of the caretaker's (**Hausmeister**). The office hours will be indicated in your housing information from the *Studierendenwerk Stuttgart*.

If you **arrive in Stuttgart on a Saturday/Sunday** or before your rental contract is effective we suggest you stay at a youth hostel or a guest house for the first nights. Please be sure to book in advance.

☑ Make sure you have **enough money** available - e. g. for the semester contribution approx. 170 EUR, the tuition fee for non-EU students 1.500 EUR, for your rent, the public transportation pass for September about 60 EUR for the inner city or 160 EUR for the whole metropolitan area, the public transportation pass for the winter semester 270 EUR, other incidentals i. e. food and drink 200 EUR, compulsory broadcasting fee, health insurance.

☑ 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**.
- ☑ Think about any **medicine** you might need to take regularly or even a second pair of glasses, as they are very expensive in Germany.
- ☑ For all electrical appliances, you will need a 220 volt adapter.

*** Please note:**

Do not come to Stuttgart and expect to be able to finance your studies by working. The University of Stuttgart's international Master's programs are full-time study programs and the study load is very high.

**Buddy program
ready.study.stuttgart**

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. There is a limited amount of places available (first come, first served).

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

🔗 <https://www.uni-stuttgart.de/en/study/international/ready-study-stuttgart/>

**Students arriving in
September:
First steps after your
arrival in Stuttgart**

Please be sure to arrive on Monday, September 2, 2019. 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 2, 2019:

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 caretaker's office (*Hausmeister*) of your dorm. Please mind the office hours (see housing information)! You may also arrange an individual appointment with your caretaker.
2. Move into your dorm room and relax.

All 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 give you useful advice.

Office hours of the IZ

Office hours of the IZ during the arrival week in September:

Mon, September 2	9 am to 12 pm	1:00 pm to 4 pm
Tue, September 3	10 am to 12 pm	1:30 pm to 4 pm
Wed, September 4	10 am to 12 pm	1:30 pm to 4 pm
Thu, September 5	10 am to 12 pm	
Fri, September 6	10 am to 12 pm	

Regular office hours of the IZ:

Mon - Fri	10 am to 12 pm
Mon + Wed	1:30 pm to 4 pm

Contact for students in international Master's programs:
Svenja Wübker and **Katja Jenkner**

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

Orientation program for students arriving in October

We recommend that **students who do not participate in our intensive German course** in September arrive in the week before the lectures start (from Monday, **October 7** onwards). Every student will receive a Welcome Package with information about necessary formalities in Stuttgart.

Academic calendar with current dates

The **academic year** at German universities is divided into **two semesters**, the winter and the summer semester. The winter semester always lasts from **October 1 until March 31** and the summer semester from **April 1 until September 30**. The exact



dates of the lecture period, when classes take place, vary slightly each year. The classes of the winter semester usually start mid-October and finish in the second or third week of February. The classes of the summer semester start in the first or second week of April and end in the second or third week of July. During the semester break in between, many examinations and block courses take place. Check the dates for examinations and block courses before you plan to leave Stuttgart for holidays or for any other reason.

Winter Semester 2019/20*	
Classes start: Mon, Oct 14, 2019	Classes end: Sat, Feb 8, 2020
Summer Semester 2020	
Classes start: Mon, April 6, 2020	Classes end: Sat, July 18, 2020

*** Please note:**

Because of the Christmas holidays there are no lectures from Mon, Dec 23 to Mon, Jan 6.

Public holidays

The university and all shops are closed on public holidays:

Thursday, October 3	German Unification Day
Friday, November 1	All Saints' Day
Tuesday, December 24*	Christmas Eve
Wednesday, December 25	1.Christmas Day
Thursday, December 26	2.Christmas Day
Tuesday, December 31*	New Years' Eve
Wednesday, January 1	New Years' Day
Monday, January 6	Epiphany
Friday, April 19	Good Friday
Monday, April 22	Easter Monday
Wednesday, May 1	May Day (Labor Day)
Thursday, May 30	Ascension Day
Monday, June 10	Whit Monday
Thursday, June 20	Corpus Christi

*Offices and Shops might be closed or have shorter office hours

Welcome to Stuttgart!

We hope that you will have a very pleasant and rewarding stay!

Your International Office