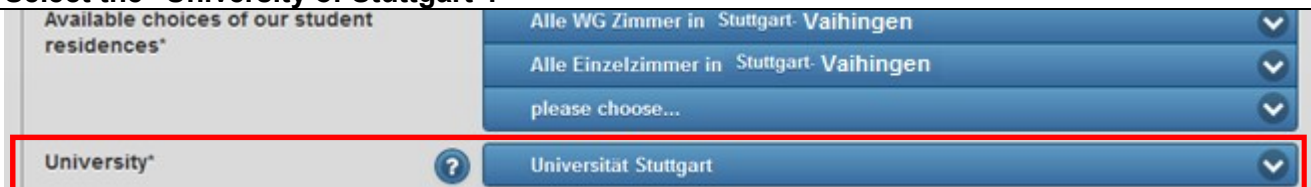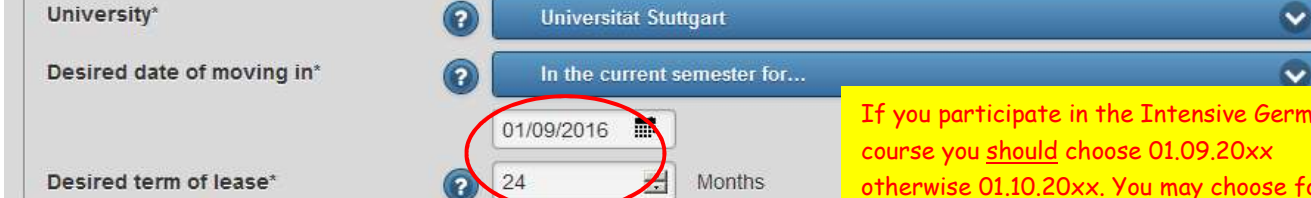# How to apply online for housing in one of the student dormitories

Please follow the steps according to our instructions:

| | |
|---|---|
| 1) | **You'll find the application form here:** https://www.studierendenwerk-stuttgart.de/en/onlinebewerbung-wohnen |
| 2) | **You are required to select "Stuttgart-Vaihingen" (no matter where you actually would like to stay).** |



| | |
|---|---|
| 3) | **Select type of housing and dormitory you would prefer to live in. Please note, there is no guarantee that you will be allocated the dormitory you have chosen. You should select either a dormitory with flat rooms or a dormitory having single rooms. It is also possible to select "all flat rooms" + "all single rooms". Apartments are not available for you.** |



**\*  single rooms in a hallway with up to 10 rooms (Einzelzimmer)**
**\*\* flat room means single room in a community of 3 to 5 rooms (WG-Zimmer)**

| | |
|---|---|
| 4) | **Select the "University of Stuttgart":** |



| | |
|---|---|
| 5) | **Duration of your rental contract: For rental begin in September select "in the current semester for…" and fill in the moving-in date (01.09.20xx). For rental begin October select "Wintersemester – zum 01.10.20xx".** |



If you participate in the Intensive German course you should choose 01.09.20xx otherwise 01.10.20xx. You may choose for term of lease 6, 12, 18 or (maximum) 24

| 6) | **Fill in your personal data:** |
|---|---|
| | Personal data |
| | Familiyname* — Skywalker |
| | First name* — Lea |
| | Date of birth* — (29/02/2000) |
| | Sex* — Male female |
| | Family Status* — (?) single ⌄ **Accommodation for couples and families not available on campus!** |
| | Name of marriage partner — |
| | Number of children — |
| | Nationality* — Germany **Select your nationality. If not listed, choose "stateless".** |
| | E-mail address* — (?) Skywalker@sky.com |
| | Repeat e-mail* — Skywalker@sky.com |

| 7) | **Fill in the name of the internationally orientated M.Sc. course you are going to study** |
|---|---|
| | Data about the study course |
| | Program ( Only for exchange students with a place in the quota!!!) (?) M.Sc. course (e. g. "INFOTECH", "PHYSICS", "COMMAS", ...) ⌄ |

| 8) | **Home address and your address during your present term:** |
|---|---|
| | Home address |
| | Street home address* — |
| | ZIP/City Home address* — |
| | Home country* — Germany **Select your home country. If not listed, choose "stateless".** |
| | Mobile phone* — |
| | Address (termtime) |
| | Street (termtime) — |
| | ZIP/City (termtime) — |
| | Country (termtime) — Germany ⌄ |
| | Phone No (termtime) — |

| 9) | **Please upload a scan of your passport (relevant pages with personal data only). You can either upload your certificate of enrolment or your letter of admission.** |
|---|---|
| | upload documents |
| | copy passport (?) Browse... No file selected. |
| | Enrollment (?) Browse... No file selected. |

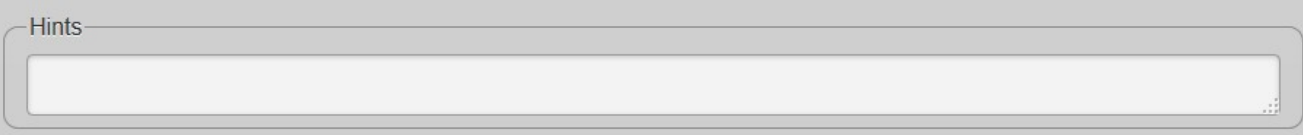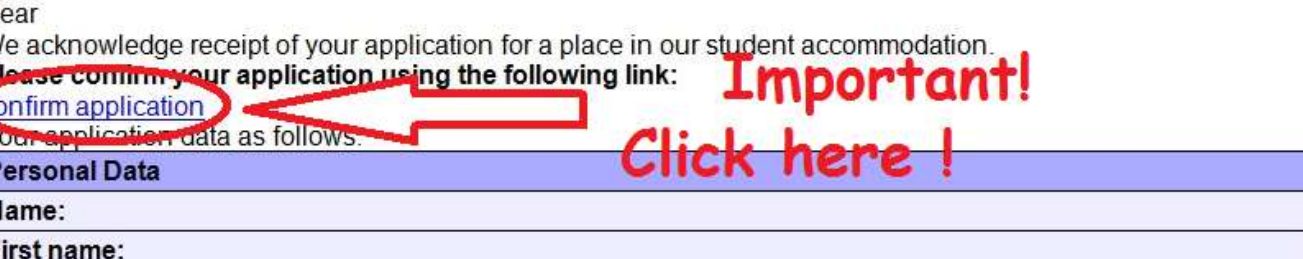| 10) | **Only to be selected when you have lived in one of the Studierendenwerk Stuttgart dorms previously:** |
|---|---|
| | other application fields |
| | Have you ever stayed at one of our hostels? (?) |
| | If so, at which one — |
| | And for how long — |

| | |
|---|---|
| **11)** | **For any comments use the "hints" field:** |
| | Hints |
| **12)** | **Enter the security code and select "I hereby confirm … and true"** |
| | Security code<br><br>Security code<br><br>*49f2f*<br><br>Enter security code*<br><br>I hereby confirm that all information given is complete and true |
| **13)** | **Click on "Send" button** |
| | compulsory fields are marked with *  ✔ Send |
| **14)** | **As a result you will see some information in your browser similiar to this one:** |
| | Dear<br>We acknowledge receipt of your application for a place in our student accommodation.<br>Please confirm your application using the following link: **Important!**<br>confirm application **Click here !**<br>Your application data as follows.<br><br>**Personal Data**<br>Name:<br>First name: |
| **15)** | **Very important: Please ==confirm again your application== ("confirm application") in order to keep up the reservation for your dorm room.**<br>**(As a result of the action "confirm application" you will get several emails. One of them includes a pdf-document named "SWS Bewerbungsbestätigung Programmstudent… .pdf" with a "Mieter Nummer=Hirer Code" telling you that you are 'pre-registered in the system' now. The pdf also tells you about the duty of your course director: He has to inform Studierendenwerk about the incoming students until June 15)** |
| **16)** | **Send the "Mieter Nummer=Hirer Code", the chosen date of move-in and the term of lease to your course director, email address: admission@infotech.uni-stuttgart.de**<br><span style="color:red">**Deadline: June, 15, 2021**</span> |
| **17)** | **Now you can do nothing more but wait for the booking confirmation ("Angebot=Offer") which should arrive around beginning of August. This consists of the following documents:**<br>• **details about the room, information what to bring with you at the move-in day, about the necessary deposit / prepayment of rent and the bank data of the Studierendenwerk Stuttgart for the transfer of the requested amount**<br>• **rental contract: to be sent back by postal mail (students from Europe) or by fax (non-European students).**<br>• **a form for the direct debit mandate: to be handed to the dorm's care taker immediately after you opened a personal checking account ("Girokonto") in Stuttgart**<br>• **the terms of lease.**<br><br>**Important: After having received the "Angebot=Offer" you need to ==transfer== the amount requested by the Studierendenwerk Stuttgart ==immediately==. If the Studierendenwerk does not receive this money within the mentioned period, it will be assumed that you are not interested any longer in a dormitory room!**<br><br>**Details for moving-in will be sent to you after the Studierendenwerk received your money.** |

**In case of any questions contact: [wohnen@sw-stuttgart.de](mailto:wohnen@sw-stuttgart.de)**