Pre-departure Information

for degree-seeking students of the international Master’s program INFOTECH

Winter Semester 2017/18
Dear student,

You have been admitted to the University of Stuttgart’s Master’s program INFOTECH. Congratulations!

We will be happy to welcome you here in Stuttgart and will try to make your start as smooth as possible. To help you prepare your departure for Stuttgart, the University of Stuttgart’s International Office in cooperation with your Master’s program has prepared this Pre-departure Information for you.

It contains ALL information that you need BEFORE you actually travel to Stuttgart. Therefore please read this information carefully and follow the instructions given. Feel free to contact either the International Office or your Master’s program in case you have further questions (contact details see below).

### Apply for a study visa (if applicable)

- **Citizens of the non-EU countries** Australia, Brazil, Canada, Honduras, Japan and the USA can enter Germany without a visa in case they have a **valid passport**. They have to apply for a residence permit for studying at the Foreign Registration Office in Stuttgart after arrival.
- **Citizens of EU countries** neither need to apply for a visa to enter Germany nor for a residence permit after arrival. They only need to bring a **valid passport** or **national identity card** to Stuttgart.
- **Citizens of non-EU countries** other than mentioned above need to apply for a **study visa** at the German embassy or a consulate in their country of residence. Make sure to make an appointment with the German consulate office as soon as possible since visa procedures usually take up to six months. The study visa is usually issued for a period of three months. It must be changed into a residence permit for studying at a Foreign Registration Office in Germany after arrival. To receive a visa you need a **valid passport**. Please check with the German consulate office which other documents you need (this might vary from consulate office to consulate office).1

### Apply for student housing

The [Studierendenwerk Stuttgart](http://www.studierendenwerk-stuttgart.de/en/accommodation) is the institution which provides and manages student housing, see also: [www.studierendenwerk-stuttgart.de/en/accommodation](http://www.studierendenwerk-stuttgart.de/en/accommodation)

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

Use the [instruction manual](http://www.studierendenwerk-stuttgart.de/en/onlinebewerbung-wohnen) sent in the Welcome Letter I by the INFOTECH Office for your dormitory room application. The application is done online through the application portal of the Studierendenwerk Stuttgart: [www.studierendenwerk-stuttgart.de/en/onlinebewerbung-wohnen](http://www.studierendenwerk-stuttgart.de/en/onlinebewerbung-wohnen)

**Mind the application deadline: June 12, 2017. Late applications cannot be considered!**

The **reservation period** for Master’s students in the international Master’s programs starts on **October**. 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 the principle of availability. Please note that neither the International Office nor your Master’s program do have any influence concerning which dorm room is being offered to you.

Furthermore, there is **no guarantee to finally 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 get assigned according to the principle: “First come-First serve”.

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1 Applicants from China also have to get a certification of their documents from the APS office in Beijing ([www.aps.org.cn](http://www.aps.org.cn)). Please address APS if you are living in China or contact the German consulate office if you are living outside of China.
As soon as the Studierendenwerk Stuttgart has assigned the rooms (approx. 6 – 4 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 as well as 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:

1. **Transfer a deposit of EUR 700 to the bank account of the Studierendenwerk Stuttgart.** Make sure to use the information (bank account details, hirer code, etc.) as provided. **Mind the deadline communicated by the Studierendenwerk Stuttgart for the transfer to arrive on their account!**
   
   Note that 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 on the status of your room.

2. **Sign the rental contract and fax (from non-EU countries) or send it by regular post (from EU countries) to the Studierendenwerk Stuttgart.**
   
   Don’t send it by e-mail since this is not legally binding in Germany.

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 to stay in one of the youth hostels or low-budget hotels in Stuttgart. You can find many links and tips for private as well as low budget places under this link: https://www.uni-stuttgart.de/en/study/living-in-stuttgart/housing/international/

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

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

### Plan your journey to Stuttgart

If your program starts at the same time as the lecture period (October 16, 2017) of the winter semester 2017/2018 (see below), you should arrive no later than October 9 since you need some time to comply with particular formalities.

The first possible day to move into your dorm room if you have booked it from October on will be October 2.

**Attention:** October 3rd is a national holiday (no moving in, all shops and banks are closed).

### Don’t forget to take along …

... the following papers and documents:

- **Letter of Admission** of the University of Stuttgart (printed version of the C@MPUS download)
- **Originals of your certificates** (school leaving certificate, B.Sc. degree certificate, transcript of B.Sc. studies, language certificate IELTS or TOEFL, ...). Students who have received conditional admission only need to bring the certificates which are still missing.
- **EU citizens:** valid passport or valid national identity card
- **Non EU citizens:** valid passport and if applicable (see above): study visa issued by German consulate office as well as a proof of sufficient financial resources to finance the cost of living
   
   The minimum amount (usually) required by the German consulate and Foreign Registration Office for one year amounts to: EUR 720/month for 12 months = **EUR 8640 per year.**

   Sufficient funds can be proven by e.g. a blocked account that you have already opened at a German bank in your home country, a formal obligation signed by a person living in Germany, a bank statement of the checking account that you need to open at a German bank after arrival showing sufficient credit, or a scholarship letter (issued in German or English).
- **Proof of health insurance:**
  
  EU citizens: European Health Insurance Card (EHIC)
  
  Non-EU citizens: **private travel insurance for the period Sept. 1 – Oct. 31, 2017**

  Before enrolment non-EU citizens under 30 years of age are required by law to carry a German statutory health insurance while non-EU citizens who are 30 years of age or older must take out a private insurance based in Germany. Detailed information will be provided by the International Office upon arrival.
Important note: In case you need to purchase private health insurance and you know that you have a 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 for it, since treatment of pre-existing chronic diseases is excluded with all private health insurances in Germany. If you have doubts, please contact the International Office.

- **4 passport photos** (biometrical photos according to German standards if possible)
- **Printed copy of your rental contract** (as sent by the Studierendenwerk Stuttgart)

... the following items of practical use:

- **Enough cash** (approx. EUR 500) for your first days/weeks in Stuttgart: small change in EUR 5 notes or coins for public transportation from the airport or main station to your dorm room, EUR 200 for food and drink, EUR 60 for public transportation pass in September, EUR 170 for the semester contribution to be transferred to the university before enrolment, EUR 100 for other incidentals ...
- **Clothing and shoes for rainy and cold weather**
- **Any medicine** you might regularly need to take
- **A second pair of glasses** if you wear glasses (as they are very expensive in Germany)

Please note: Living expenses in Stuttgart including rent for a room in the student dormitories amount to at least EUR 750/month. Do not come to Stuttgart expecting 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. **Non-EU students** need to prove to the German consulate office or the Foreign registration office in Stuttgart that they have at least EUR EUR 720 at their disposal for every month of their studies in order to receive a residence permit for studying (which is usually issued for 12 months after arrival and then needs to be extended for the second year).

Furthermore, a tuition fee of EUR 1500 is likely to be charged to all non-EU students beginning in winter semester 2017/18. The final decision will be made by the parliament of the state of Baden-Württemberg by late May/early June. More information will be available on the homepage of the University of Stuttgart at that time. 
https://www.student.uni-stuttgart.de/en/organizing-studies/formalities/tuition-and-fees/

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Upon arrival at Stuttgart airport or main station look out for …

… the **buddies** of the ready.study.stuttgart program by the International Office:  
www.ia.uni-stuttgart.de/internat/studierende/services/buddyprogramm/index.en.html

The ready.study.stuttgart buddies will be happy to assist you buying a ticket for public transportation to reach your student dormitory (or hostel/hotel) and will explain you how to get there.

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Move into your accommodation and register at the International Office …

Having arrived at either your dormitory or you hotel/hostel:

- **Move into your dormitory room (or hotel/hostel)**  
  Meet the Hausmeister (caretaker) in your dormitory, hand out the signed rental contract to him and receive your keys. Mind the Hausmeister’s office hours as communicated by the Studierendenwerk Stuttgart.

Then come to the International Office in the International Centre (IZ)

- **Register at the International Office**  
  For directions and office hours, check: www.uni-stuttgart.de/en/study/counseling/international/directions/
  Upon registration you will receive:
  Your **Welcome Package** with useful information on the university and the city of Stuttgart  
  **Guidance on formalities** to comply with after arrival (in small groups)  
  **Information about sessions and activities** to help you find your way around and get to know your peers

In addition to the assistance offered at the IZ, the ready.study.stuttgart buddies will be available on campus and at relevant offices of the city of Stuttgart for on-the-spot help. Exact information regarding when and where you can find the buddies’ information stands will be available by mid-August, see: 
www.uni-stuttgart.de/en/study/international/ready-study-stuttgart/

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University of Stuttgart - International Office
Contact person for students in international Master's program: Ursula Habel/N.N.
E-Mail address habel@ia.uni-stuttgart.de/incoming_graduate@ia.uni-stuttgart.de
International Master’s Program INFOTECH
### Time Schedule / Academic Calendar

In order to get an overview of the time span of your Master’s studies, it is helpful to be aware of the academic calendar at the University of Stuttgart: The academic year at our university 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. In the lecture-free period in between, many examinations and block courses take place. Therefore, check the dates for examinations and block courses before you plan to leave Stuttgart for holidays or for any other reason.

These are the dates of the **academic year of 2017/2018 and of 2018/2019**

<table>
<thead>
<tr>
<th>Semester 2017/18</th>
<th>Classes start</th>
<th>Classes end</th>
<th>Christmas break</th>
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</thead>
<tbody>
<tr>
<td>Winter semester</td>
<td>October 16, 2017</td>
<td>February 10, 2018</td>
<td>December 23, 2017 to January 6, 2018</td>
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<table>
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<tr>
<th>Semester 2018</th>
<th>Classes start: April 9, 2018</th>
<th>Classes end: July 21, 2018</th>
<th>Break for Pentecost: May 22 – 26, 2018</th>
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<table>
<thead>
<tr>
<th>Semester 2018/19</th>
<th>Classes start</th>
<th>Classes end</th>
<th>Christmas break</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter semester</td>
<td>October 15, 2018</td>
<td>February 9, 2019</td>
<td>December 22, 2018 – January 6, 2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 2019</th>
<th>Classes start: April 8, 2019</th>
<th>Classes end: July 13, 2019</th>
<th>Break for Pentecost: June 11 – June 15, 2019</th>
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