



Universität Stuttgart  
International Office

# Welcome Researchers!

Guide for international  
doctoral candidates,  
postdoctoral researchers and  
visiting scholars



# **Welcome Researchers!**

Guide for international doctoral candidates,  
postdoctoral researchers and visiting scholars

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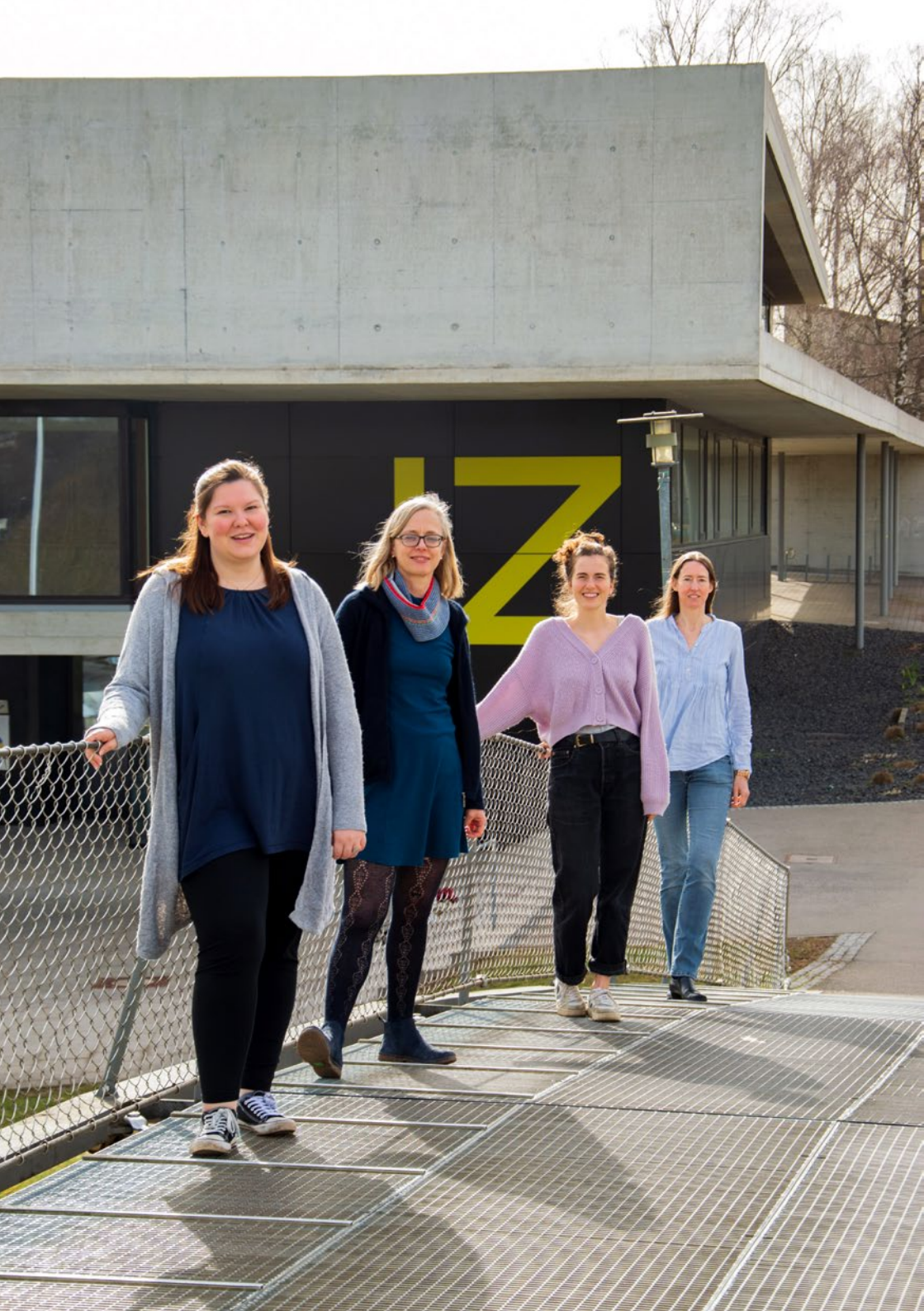
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## A warm welcome to the University of Stuttgart!

Dear international scholars,

We are delighted that you have decided to come to the University of Stuttgart to do research – whether you wish to earn a doctoral degree, take up a postdoc position or work as a senior scientist or visiting professor during a later phase of your career.

We – the Department of International Student Services and the Welcome Center for International Scholars – are part of the University of Stuttgart's International Office. Our goal is to help you to settle in quickly and to make the most of your stay. We will be pleased to support you and your family deal with all non-academic matters related to working at the University of Stuttgart and living in Germany.

This guide is designed to give you an overview of the many services and facilities available to the staff members and guests of the University of Stuttgart and it explains the most important rules and regulations applicable when working here. Additionally, we have gathered useful tips regarding everyday life in Stuttgart and in Germany: where to learn German, how to get medical care and what to do if you are looking for an apartment on the private housing market, etc. We also provide information on life in the city of Stuttgart, the supportive structures for its residents as well as many useful hints if you bring your family along.

Living and working in Stuttgart might be quite different from what you are used to. Whenever you have a question or encounter an unforeseen challenge, you are most welcome to contact us. We will do our best to ensure that you have a pleasant and rewarding stay at the University of Stuttgart and hope that you and your family will benefit from your experiences; both academically and personally.

Your team from the Welcome Center for International Scholars and the Department of International Student Services





## The International Office



### The International Office

The **International Office** of the University of Stuttgart coordinates all programs, counseling, and events for incoming students and researchers from abroad as well as for its outgoing students and researchers who wish to spend some time in another country. It also maintains partnerships with numerous universities for study, research and teaching experiences abroad and aims to support everyone at the university who wishes to promote interculturality on campus.

The International Office is located in the **International Center (IZ)** on campus Vaihingen of the University of Stuttgart (see campus map on page 71). It accommodates both, the **Department International Student Services**, in charge of doctoral students (among other students), and the **Welcome Center for International Scholars**, in charge of postdoctoral researchers, experienced scientists as well as visiting scholars from abroad. The address of the International Office (IZ) is:

International Office  
Pfaffenwaldring 60 (IZ)  
70569 Stuttgart

We offer assistance and information on all matters related to the non-academic aspects of your stay such as:

- Visa/residence permit issues and other mandatory formalities (resi-



dents' registration, health insurance, enrollment, etc.)

- Issues related to your scholarship or work contract (taxation, social security, pension schemes, etc.)
- Family issues such as finding a kindergarten or school for your children
- Issues pertaining to everyday life in Germany and Stuttgart (bank account, public transport, access to doctors and hospitals, etc.)
- Activities to get to know each other such as excursions and events
- Visits of institutes of the University of Stuttgart and companies in the Stuttgart area

We also provide a website in German and English with checklists for preparing for, as well as managing your stay from the very beginning to the end:

[www.uni-stuttgart.de/io](http://www.uni-stuttgart.de/io)



### INTERNATIONAL STUDENT SERVICES

The Department International Student Services offers assistance and advice to international doctoral students as well as to all institutions or individuals who are in contact with doctoral students from abroad. Your contact person at the Department International Student Services in the IZ is:

Ms. Katja Jenkner, floor 1, room 1.038  
Tel. +49 711 685-685 46  
E-mail: [jenkner@ia.uni-stuttgart.de](mailto:jenkner@ia.uni-stuttgart.de)

Consultation hours: Tue, Thu & Fri  
10 a.m. – noon or upon appointment



We recommend international doctoral students to sign up for our mailing list for international doctoral students to communicate with other international doctoral students and to learn about our events:

[listserv.uni-stuttgart.de/mailman/listinfo/phd](https://listserv.uni-stuttgart.de/mailman/listinfo/phd)

### THE WELCOME CENTER FOR INTERNATIONAL SCHOLARS

The Welcome Center for International Scholars is the central service point at the University of Stuttgart for post-doctoral and experienced researchers as well as for (visiting) professors from abroad. It cooperates with many other services and institutions within and outside the university in order to inform, advise and support them. Your contact person at the Welcome Center for International Scholars in the IZ is:

Ms. Raphaela Diel, floor U, room U.022  
Tel. +49 711 685-689 99  
E-mail: [welcome.center@ia.uni-stuttgart.de](mailto:welcome.center@ia.uni-stuttgart.de)

Consultation hours: Mon & Wed  
10 a.m. – noon & 2 p.m. – 4 p.m. or upon appointment.

Detailed information on the services and events of the Welcome Center for International Scholars is provided on its website:  
[uni-stuttgart.de/welcome-center](https://uni-stuttgart.de/welcome-center)

We kindly request that you register online on the Welcome Center's website even prior to your arrival so that we can contact and offer you information and support tailored to your and your family's needs.

In order to communicate with other international scholars and learn about events organized by us, we recommend that you sign up for our mailing list for international scholars at [listserv.uni-stuttgart.de/mailman/listinfo/international\\_scholars](https://listserv.uni-stuttgart.de/mailman/listinfo/international_scholars)

The Welcome Center also supports institutes of the University of Stuttgart in employing or hosting international scholars.







## The University of Stuttgart at a glance

## The University of Stuttgart at a glance

The following sections provide basic information about the University of Stuttgart and give an overview of the most important facilities and services. For additional and more in-depth information you may check our **Guidelines for new employees** which can be requested as a pdf file at [personalentwicklung@uni-stuttgart.de](mailto:personalentwicklung@uni-stuttgart.de).

### PROFILE AND MISSION

The University of Stuttgart is one of the leading technically-oriented universities in Germany. As a member of the TU9 alliance, it enjoys an outstanding reputation around the world as a renowned research and teaching institution.

Located centrally in a culturally diverse and economically strong region, the university sees itself as a hub of university-based, extramural and industrial research. The university is dedicated to strengthening the interfaces between technology, society and culture in an interdisciplinary manner, defined as the '**Stuttgart Way**'. This means integration of engineering, natural sciences, humanities and social sciences based on the fundamentals of cutting-edge research at a disciplinary level. Founded in 1829, at the beginning of the Age of Industrialization, the university continues to pave the way for innovation and contributes to the economic success and prosperity of our society.

The University of Stuttgart fosters fascination for the sciences, supporting its students and junior researchers at all stages of their careers. It promotes independent thinking and provides an environment for responsible action. The university educates individuals to become exceptional experts who think integratively and globally and act responsibly in sciences, economy and society.

As an employer, the university provides support for all of its employees and enables individuals to reach their full potential. The university strives for a healthy work-life-balance as well as equality and diversity. It is committed to a leadership style of cooperation and respect and to dealing with one another fairly – independent of status, age, origin or gender.

### SOME FIGURES

Since its founding, the University of Stuttgart has developed into a major research university. Almost 25,000 students pursue their studies in one or more of the 150 degree programs including Master's courses taught in English. Nearly 5,400 or roughly 22 percent of our students come from abroad.

More than 5,000 employees work at the university. Two-thirds are academic staff, including nearly 300 professors. One-third looks after technology, administration and the library.



When it comes to external funding, the University of Stuttgart holds the first place among German universities. Time and time again it has received the largest amount of third-party research funding per professor in Germany.

### FACULTIES (FAKULTÄTEN)

The University of Stuttgart consists of ten different faculties. They are distributed over two different campuses, one in the city center near the main station and the second one located in the district of Stuttgart called Vaihingen.

These are the faculties and their locations:

- Architecture and Urban Planning (city center campus)
- Civil and Environmental Engineering (Vaihingen campus)
- Chemistry (Vaihingen campus)
- Energy-, Process- and Bio-Engineering (Vaihingen campus)
- Computer Science, Electrical Engineering and Information Technology (Vaihingen campus)
- Aerospace Engineering and Geodesy (city center and Vaihingen campus)
- Engineering Design, Production Engineering and Automotive Engineering (Vaihingen campus)
- Mathematics and Physics (Vaihingen campus)
- Humanities (city center campus)
- Management, Economics and Social Science (city center campus)

A group of cohesive institutes belong to each faculty. All in all, there are about 150 institutes. To get an overview of all institutes please check:

[www.uni-stuttgart.de/en/university/faculties-institutes](http://www.uni-stuttgart.de/en/university/faculties-institutes)

### CENTRAL FACILITIES AND SERVICES

The central facilities and services at the University of Stuttgart aim to support students, staff members and guests to carry out their studies and research as best as possible. In this chapter we will be presenting the most important ones for international doctoral students, academic staff members and visiting researchers.

### Division of Personnel and Legal Affairs

*(Dezernat Personal und Recht)*

Like most employers of this size, the university has a specialized section for human resources, the so-called Division of Personnel and Legal Affairs. The personnel department of this division provides services and information regarding the working conditions of employees and civil servants such as hiring, salaries, working hours, vacation, maternity leave, sick notes, social security and many more.

Each staff member, whether employee or civil servant, has a direct H.R. contact person. If you have questions or requests regarding the above mentioned issues, check the following websites to

find out who is responsible for you:

[www.uni-stuttgart.de/universitaet/organisation/verwaltung/dez4-tarifbeschaeftigte](http://www.uni-stuttgart.de/universitaet/organisation/verwaltung/dez4-tarifbeschaeftigte) (employees)

[www.uni-stuttgart.de/universitaet/organisation/verwaltung/dez4-berufungsverfahren](http://www.uni-stuttgart.de/universitaet/organisation/verwaltung/dez4-berufungsverfahren) (civil servants)

Visiting researchers (who are neither employees nor civil servants) may directly contact the Welcome Center for International Scholars on questions regarding their status as guests affiliated to the University of Stuttgart.

The Legal Department offers advice concerning higher education law, employment law, statutes and regulations, contracts, scientific misconduct, etc. in a more general way. It also represents the university in court in civil, administrative and personnel affairs.

Please note that some information on the above mentioned websites is only



The House of Students on Vaihingen Campus

available to members of the university and cannot be accessed from outside.

### Admission Office

The Admission Office is divided into the Admission Office for German Nationals and the Admission Office for Foreign Citizens and EU citizens. Both offices are located at the House of Students. The Admission Office is in charge of student-related formalities for **guest doctoral students** among others who do not intend to earn a degree from the University of Stuttgart. Services include admission, enrollment, student ID-card, semesterly re-enrollment, and information on semester fees.

Admissions Office for Foreign Citizens and EU Citizens  
House of Students  
Pfaffenwaldring 5c  
70569 Stuttgart  
Telephone calling hours:  
Mon–Fri 9:00 a.m. – noon  
Tel. +49 711 685-81029  
E-mail:

[admissionsoffice@uni-stuttgart.de](mailto:admissionsoffice@uni-stuttgart.de)  
[www.uni-stuttgart.de/en/study/application/admissions-office](http://www.uni-stuttgart.de/en/study/application/admissions-office)

The contact person at the Admission Office for Foreign Citizens and EU Citizens depends on the country of origin of the doctoral student.





**Regular doctoral students** who wish to earn a degree from the University of Stuttgart apply for admission through GRADUS (see page 22). The enrollment formalities are described in great detail on our website at:

[www.uni-stuttgart.de/en/study/application/doctoral-studies](http://www.uni-stuttgart.de/en/study/application/doctoral-studies)

The University of Stuttgart's **academic year** is divided into two semesters. The winter semester lasts from October 1 until March 31 and the summer semester from April 1 to September 30. Each semester has a lecture period (*Vorlesungszeit*) and a lecture-free period (*vorlesungsfreie Zeit*). **Lectures** are usually held from the middle of October until the end of February in the winter semester and from the beginning or middle of April until the end of July in the summer semester. Examinations, compact courses and excursions often take place during the lecture-free period. Likewise, lectures do not take place on national, regional and religious holidays in Germany.

In each semester there is a (lecture-free) break of one week after Christmas until January 6 in the winter semester and after Whitsun in the summer semester.

All semester dates and public holidays are constantly kept up-to-date on the university website:

[www.student.uni-stuttgart.de/en/organizing-studies/semester-dates](http://www.student.uni-stuttgart.de/en/organizing-studies/semester-dates)

### University Library (Universitätsbibliothek)

There are two large branches of the university library, often abbreviated as UB:

City Center campus  
Holzgartenstraße 16  
70174 Stuttgart

The entrance can be reached via the municipal park (*Stadtgarten*).

Vaihingen campus  
Pfaffenwaldring 55  
70569 Stuttgart  
[www.ub.uni-stuttgart.de](http://www.ub.uni-stuttgart.de)

Opening hours of the buildings:  
Mon–Fri 8 a.m. – midnight  
Sat–Sun 10 a.m. – midnight

Opening hours of the circulation desks:  
Mon–Fri 8 a.m. – 6 p.m.  
Sat 10 a.m. – 3 p.m.  
Sun closed



Entrance of the university library on Vaihingen Campus

**Visiting scholars without ac-account** can apply for a library card at one of the loan desks in the library. They need to present a valid EU identity card or a passport and a filled-in confirmation from their institute which can be downloaded from the website of the university library: [www.ub.uni-stuttgart.de/ubs/downloads/formulare/benutzerstatus/10\\_anmeldung.en.pdf](http://www.ub.uni-stuttgart.de/ubs/downloads/formulare/benutzerstatus/10_anmeldung.en.pdf)



The university library on the City Center Campus from the inside

All members and affiliates of the University of Stuttgart may register as library users and can subsequently borrow items from the library. Registration and borrowing are both free of charge.

**Employees with ac-account** (see page 17 for the different account types) only need to log on to the SIAM self-service ([siam.uni-stuttgart.de](http://siam.uni-stuttgart.de)), select the tab *Universitätsbibliothek*, tick the checkbox beside *UB nutzen* to agree with the library's terms of use and finally click on *Speichern*. Afterwards you can get your library card at one of the service desks of the university library on campus Vaihingen or the city center campus by presenting your ID card or passport.

[www.ub.uni-stuttgart.de/ubs/downloads/formulare/benutzerstatus/40\\_mitarbeiterstatus.pdf](http://www.ub.uni-stuttgart.de/ubs/downloads/formulare/benutzerstatus/40_mitarbeiterstatus.pdf)

**Doctoral students** who are enrolled at the University of Stuttgart can register and borrow books using their student ID cards. The student ID card offers access to (almost) all services of the university library.

At the beginning of each semester you can sign up online for **guided tours** of the library in German or English or for online seminars explaining the use of different search tools.

[www.ub.uni-stuttgart.de/lernen-arbeiten/kurse-tutorials](http://www.ub.uni-stuttgart.de/lernen-arbeiten/kurse-tutorials)

The university library also operates the publication server **OPUS** which offers university members to publish their articles in terms of Open Access: [www.oa.uni-stuttgart.de/en](http://www.oa.uni-stuttgart.de/en)

#### Language Center (*Sprachenzentrum*)

The Language Center of the University of Stuttgart offers a broad spectrum of courses. Numerous foreign languages, including German as a foreign language, are taught on many levels. Courses that convey methodological, communicative, and intercultural as well as personal and social skills are also part of the regular program.

Sprachenzentrum  
Breitscheidstr. 2  
70174 Stuttgart  
Open office hours: Mon & Thu 1 p.m. – 4 p.m., Tue & Wed 9 a.m. – 11:30 a.m.  
E-mail: [info@sz.uni-stuttgart.de](mailto:info@sz.uni-stuttgart.de)  
Tel. +49 711 685-88055  
[www.sz.uni-stuttgart.de](http://www.sz.uni-stuttgart.de)

The regular course program for students is published each semester on C@MPUS, the information management system of the University of Stuttgart. To participate in one of the courses, doctoral students can submit an online registration by a specific date previous to the start of the semester through C@MPUS. If places are left in the regular program, employees and visiting scholars of the University of

Stuttgart can also join these courses: After the registration deadline for students a list of classes with spaces available is posted for about two weeks on the website of the Language Center under the heading "News". You may then register by writing an e-mail to the lecturer of the course you wish to join. Participation is free of charge for both doctoral students and employees as well as for visiting scholars.

Additionally, the Language Center offers customized German language courses for doctoral students, postdoctoral researchers and visiting scholars. These **special courses** are not part of the regular program of the Language Center and therefore a fee is charged. The following link offers more information: [www.sz.uni-stuttgart.de/angebot/spezialkurse](http://www.sz.uni-stuttgart.de/angebot/spezialkurse)

If you already have some German language skills and are interested in improving your oral skills with a native speaker, you can form a so-called *Sprachtandem*. The idea of this method of language learning is based on two persons wishing to learn the other one's language. The two meet on a regular basis and take turns in practicing both languages. To find a tandem partner, enter your profile into the Language Center's database: [www.sz.uni-stuttgart.de/angebot/tandem](http://www.sz.uni-stuttgart.de/angebot/tandem)

#### Technical Information and Communication Services (TIK)

The University's Technical Information and Communication Services (*Technische Informations- und Kommunikationsdienste*), often abbreviated as TIK, supports, operates and manages the digital information processing as well as the media services of the university.

TIK is in charge of providing a **user account** and **e-mail address** to all students, employees and guests. Doctoral students get their e-mail account and password after enrollment by postal mail. For new employees and visiting scholars the application for a user account, including an e-mail address, must be filed by an authorized person at your institute.

Doctoral students will receive a student account (e.g. st123456), employees an employee's account (e.g. ac123456) and visiting scholars receive a guest account (e.g. gs123456). The different accounts have slight differences in permitting access to the network of the University of Stuttgart. With all accounts, however, you can access the internet via **LAN**, **eduroam** (Wi-Fi), and **VPN** (virtual private network).

Eduroam is available in most buildings on the city center and Vaihingen campus. Furthermore, it provides network access when visiting other institutions

which are also members of eduroam. Find out which are the member institutions on the website of eduroam: [www.eduroam.org](http://www.eduroam.org)

A manual showing how to connect your device to eduroam is available online on the TIK website: [www.tik.uni-stuttgart.de/en/support/service-manuals/wlan-eduroam](http://www.tik.uni-stuttgart.de/en/support/service-manuals/wlan-eduroam)

TIK also offers advice on hard- and software used at the University of Stuttgart to all institutes and central facilities. Students, employees and guests may seek direct help at one of the user's support points:

**User's support Vaihingen campus** (*TIK-Benutzerberatung*), Pfaffenwaldring 57, mezzanine, HG 705, opening hours (lecture period): Mon–Thu 9 a.m. – 5 p.m., Fri 9 a.m. – 1 p.m., opening hours (semester break): Mon–Fri 10 a.m. – 2 p.m., Tel. +49 711 685-88001

**User's support city center campus, university library** (*TIK-Benutzerberatung*), Holzgartenstr. 16, opening hours (lecture period): Mon–Thu 9 a.m. – 5 p.m., Fri 9 a.m. – 1 p.m., opening hours (semester break): Mon–Fri 10 a.m. – 2 p.m., Tel. +49 711 685-83760

**Online support:** [www.tik.uni-stuttgart.de/support](http://www.tik.uni-stuttgart.de/support)  
**Hotline:** +49 711 685-88000





### Canteens (*Mensen*) and cafeterias on the campus

Student Services (*Studierendenwerke*) are public organizations which provide a number of services to students, employees and guests of German universities. The *Studierendenwerk Stuttgart* runs the canteens and the various cafeterias on the city center and Vaihingen campus. The same applies to the vending machines all over the campus where one can get small snacks, sweets, coffee, and drinks.



Mensa Central near city center campus

A **discount** is granted to both doctoral students and employees. Doctoral students need to show their student ID to benefit from the student price. Employees of the University of Stuttgart are granted a subsidy for a (hot) lunch in one of the *Mensen* or cafeterias by their employer (EUR 1,50/lunch if you spend more than EUR 2,90). Visiting scholars may also have their lunch in the *Mensa*. The guest price is applicable to them.

Employees of the University of Stuttgart can only benefit from the subsidy granted if they use a chip card for cash-free payment issued by the *Studierendenwerk Stuttgart*. Visiting scholars may also obtain the chip card for cash-free payment. The chip card is available at the info points of the *Studierendenwerk Stuttgart* which are located in the entrance hall of the *Mensa Central* and the *Mensa Vaihingen*. Employees need to bring along a confirmation on their status as employee which is available from the Division of Personnel and Legal Affairs:

[www.verwaltung.uni-stuttgart.de/formulare/antr\\_chipkarte.pdf](http://www.verwaltung.uni-stuttgart.de/formulare/antr_chipkarte.pdf)

(only accessible from within the university network)

A fee of EUR 15 is charged for this card. This sum consists of a EUR 10 deposit and a EUR 5 credit balance. Recharging your chip card is possible at the info points or at re-charging terminals which can be found in *Mensen*, cafeterias and the university library.

*Mensa Central*, city center campus, Ossietzkystr. 3

Opening hours: Mon–Fri 11:15 a.m. – 2:00 p.m.

*Mensa Vaihingen*, campus Vaihingen, Pfaffenwaldring 45

Opening hours: Mon–Fri 11:15 a.m. – 2:15 p.m.

Cafeterias, city center campus:

- Cafeteria K I, Keplerstr. 11
- Cafeteria K II, Keplerstr.17

Cafeterias, campus Vaihingen:

- Cafe Urknall in the Natural Science Center (*Naturwissenschaftliches Zentrum*), abbreviated as NWZ, Pfaffenwaldring 55
- Cafeteria Contrast in the Engineering Center (*Ingenieurwissenschaftliches Zentrum*), abbreviated as IWZ, Pfaffenwaldring 7-9
- Cafeteria Denkpause in Mensa Stuttgart-Vaihingen, Pfaffenwaldring 45

The weekly menu of the *Mensen* can be checked online:

[www.studierendenwerk-stuttgart.de/essen/speiseplan](http://www.studierendenwerk-stuttgart.de/essen/speiseplan)  
[www.hochschulen-sw-stuttgart.de/speiseplan](http://www.hochschulen-sw-stuttgart.de/speiseplan)

### University Sports

(*Allgemeiner Hochschulsport*)

The University Sports offers a wide range of sports activities for all students and employees as well as for guests (visiting researchers). Their portfolio includes weekly courses, workshops, access to fitness rooms, athletic grounds and fields as well as outings with a focus on a special kind of sports like skiing, hiking, etc. and thus offers an exciting balance to everyday university life. Some particular activities also address the children and families



of students, employees and guests. The current program can be found on the website of University Sports. The website also offers a platform to search for sport partners.

[www.hochschulsport.uni-stuttgart.de](http://www.hochschulsport.uni-stuttgart.de)

**Registration** takes place online, too. Payment is processed by SEPA direct debit. Registration is possible shortly before the start of each semester. Watch out for the first day of registration, because some courses fill up quickly. The office of University Sports is next to the sports facilities on campus Vaihingen:

Hochschulsport  
Allmandring 28f  
Tel. +49 711 685-63155  
E-mail:  
[hochschulsport@sport.uni-stuttgart.de](mailto:hochschulsport@sport.uni-stuttgart.de)

### Service Uni & Family (Service Uni & Familie)

The central service point Uni & Family takes care of the needs of families of staff and students. Visiting researchers with families are of course also welcome to contact this service. First of all, Uni & Family provides information and gives advice on the different child care facilities in Stuttgart and vicinity. Most of these are municipal facilities run by the city of Stuttgart or the surrounding communities. There are, however, also facilities which are run by the church or by private organizations.

The University of Stuttgart holds **reserved places for children** of employees up to 3 years old in private child care facilities. Uni & Family manages these full-time places. So if you are employed by the University of Stuttgart and have a child under the age of 3 years, it might be worthwhile checking with Uni & Family whether there are free places.

Additionally, Uni & Family also organizes **flexible childcare** which you might not need on a regular basis, but only once in a while or in emergencies, for example if regular childcare has been canceled at short notice. Another useful offer from Uni & Family for many parents of toddlers and school children are the **holiday programs** during the spring, summer and autumn school holidays.

Uni & Family also aims to improve the university's infrastructure to become more family-friendly. Baby changing and **family rooms** are equipped with desks for the parents to work at and toys for the children to play with. A map indicating family-friendly places for both campus Vaihingen and the campus in the city center is published on Uni & Family's website. Loungers for pregnant women are provided at the workplace upon request. Furthermore, Uni & Family hosts several meetings a year for researchers with children to exchange and network together. Look out for the e-mail invitations which they send to every employee.

Service Uni & Family  
Valerie Alvermann and Inken de Wit  
Azenbergstr. 12, Room 2.004  
70174 Stuttgart  
Tel. +49 711 685-84037  
E-mail: [uniundfamilie@uni-stuttgart.de](mailto:uniundfamilie@uni-stuttgart.de)



The University of Stuttgart offers various types of support for families

[www.uni-stuttgart.de/en/university/profile/family-friendly](http://www.uni-stuttgart.de/en/university/profile/family-friendly)

### Extra-curricular Studies and Extra-Mural Courses (Studium Generale & Gasthörerstudium)

The University of Stuttgart offers different ways to participate actively in life on campus. There are initiatives and associations for students, staff members, alumni and guests who are engaged in e.g. photography, graphic reproduction, astronomy, ham radio, theater, etc. An excellent academic orchestra and choir are conducted by a professional. They host several concerts per year and also go on trips to perform at partner universities world-wide. The university's big band and other music groups address other styles of music.

All of these groups welcome new members! Have a closer look at:  
[www.beschaeftigte.uni-stuttgart.de/uni-leben/hochschulgruppen](http://www.beschaeftigte.uni-stuttgart.de/uni-leben/hochschulgruppen)

Besides there are numerous general education courses available to students, employees, guests including visiting scholars and extra-mural students who wish to take advantage of the opportunity to extend their studies or research beyond their specific major or field. Many lectures of the regular curriculum of Bachelor's and Master's programs are also open to students of other programs as well as to employees, visiting schol-





ars and extra-mural students. Further information is available at the Center for Higher Education and Lifelong Learning (*Zentrum für Lehre und Weiterbildung*): [www.zlw.uni-stuttgart.de/en](http://www.zlw.uni-stuttgart.de/en)

### Division Research and Transfer

(*Dezernat Forschung und Transfer*)

Research and Transfer is – like the International Office – a division of the university's central administration. It provides a range of research support services during all stages of research and for different target groups with particularly dedicated services for early career researchers.

Information is provided on third-party funding opportunities on a national and international level. Individual counseling is offered when applying for such funds in order to optimize proposals, e.g. with regard to language, finances and formal aspects. After a proposal has been approved, advice on the administrative, financial and legal aspects is given during the implementation of the project, e.g. when designing research contracts or cooperation agreements.

A special department for knowledge and technology transfer assists with managing and protecting intellectual and industrial property rights or having your invention patented.

[www.beschaeftigte.uni-stuttgart.de/forschung](http://www.beschaeftigte.uni-stuttgart.de/forschung)

### FIS and FOKUS

FIS (*Forschungsinformationssystem*) is a database that automatically consolidates and represents information about researchers and research activities (e.g. publications, projects, funds and prizes). This facilitates the creation of project reports for donors, politics and the public and simplifies administration, operation and evaluation processes. Further information can be found on the following website:

[www.izus.uni-stuttgart.de/itap/fis](http://www.izus.uni-stuttgart.de/itap/fis)

FoKUS (*Kompetenzzentrum für Forschungsdaten*) is the contact for all questions concerning research data management (FDM): from data management plans to storage space, administration, publication and archiving.

[www.izus.uni-stuttgart.de/en/fokus](http://www.izus.uni-stuttgart.de/en/fokus)

### The Graduate Academy (GRADUS)

The Graduate Academy of the University of Stuttgart (GRADUS) is the central institution at the university for the promotion of early career researchers. Doctoral researchers, postdocs, junior or tenure-track professors as well as researchers preparing for a management role in an extra-university research institution, in industry or in a social institution benefit from a wide range of qualifications, information, counseling and mentoring services.

The **qualification program**, for instance, offers seminars which cover different types of competencies like academic, management and career skills. The program is tailored to the different career levels with their different needs. The **individual coaching and mentoring services** might also be of particular interest for researchers coming from an academic system different from the German one. Check out the GRADUS website for detailed information on the services:

[www.gradus.uni-stuttgart.de](http://www.gradus.uni-stuttgart.de)

GRADUS is also in charge of admitting doctoral students. Further information on the process can be found at:

[www.uni-stuttgart.de/forschung/nachwuchs/promotion/fuenfschritte](http://www.uni-stuttgart.de/forschung/nachwuchs/promotion/fuenfschritte)

### Doctoral convention (DoKUS)

All accepted doctoral students are part of DoKUS (*Doktorand\*innen-Konvent der Universität Stuttgart*). They vote for an executive board that represents the interests of all doctoral students. The elected body is admitted to the main committees of the university like the senate and the council in order to create the best studying conditions for their doctorate.

In addition DoKus organizes informal meetings for doctoral students to foster the mutual exchange. All doctoral students are welcome to join DoKUS and get involved.

[www.dokus.info](http://www.dokus.info)

### Ecumenical Center

(*Ökumenisches Zentrum*)

The Ecumenical Center is actually not a facility run by the University of Stuttgart, but by both the Protestant and the Catholic Church. Nevertheless, it is an important and well-known institution which is located on the Vaihingen campus. Its services include ecumenical services, consultations, events and a café which offers fair-trade coffee at lunch time. The services are available to all students, staff and guests of the University of Stuttgart, independent of their religious affiliation. The ÖZ, as the



The Ecumenical Center (ÖZ) on Vaihingen campus

center is commonly called, also offers a **room for silence and prayer** (*Raum der Stille*) which is available for everyone from Monday to Friday. It is indeed the only public place on campus where prayer can be practised.

Ökumenisches Zentrum (ÖZ)  
Allmandring 6  
70569 Stuttgart  
Open office hours:  
Mon–Fri 7:30 a.m. – 8 p.m.  
E-mail:  
[info@oekumenisches-zentrum.de](mailto:info@oekumenisches-zentrum.de)  
[www.oekumenisches-zentrum.de](http://www.oekumenisches-zentrum.de)

Café, Mon–Fri 11 a.m. – 2 p.m.,  
on Mondays fresh and tasty Falafel

For information about mosques or prayer places for Muslims, places of worship for Hindus and churches for many Christian denominations in Stuttgart, please ask at the Ecumenical Center or check the following map with addresses:  
[www.vvs.de/download/VVSReligEinrichtungen.pdf](http://www.vvs.de/download/VVSReligEinrichtungen.pdf)

### Ombudspersons

All members of the university are required to maintain the principles of good scientific practice as set out by the university in statutes. Each field of research has an ombudsperson as a first contact person, available to all members of the university for confi-

dential advice. The ombudspersons also have the responsibility for checking accusations of possible scientific misconduct and, if necessary, passing these on to the responsible authority: [www.uni-stuttgart.de/en/university/organization/representatives](http://www.uni-stuttgart.de/en/university/organization/representatives)

If you are a doctoral student and need support in conflicts that occur regarding your doctoral project you may contact the ombudsperson teaching and doctoral degree studies, who offers neutral and strictly confidential support and facilitates the dialogue between students and the university.

Contact:  
Dr. Ursula Meiser  
Tel. +49 711 685-81007  
[ursula.meiser@rektorat.uni-stuttgart.de](mailto:ursula.meiser@rektorat.uni-stuttgart.de)

### TTI start-up consultancy

(*TTI Technology Transfer Initiative*)  
The TTI is the main facility at the university to strengthen and establish entrepreneurship. If you want to start a business, the TTI supports you in creating a business plan, applying for funding and in all tax, accounting and contract matters: [www.tti-stuttgart.de](http://www.tti-stuttgart.de)

### Operational health management

(*Betriebliches Gesundheitsmanagement*)  
The goal of operational health management is to provide a healthy life and work environment. This includes the

health-oriented design of work processes and organization, enabling healthy behavior among employees, creating problem awareness among executives for health-related topics, and increasing job satisfaction. Beside the classical prevention areas such as exercise and nutrition, the university's health management offers activities, courses and support for rehabilitation, addiction prevention, conflict management, mental health and stress management. For more information please visit [www.uni-stuttgart.de/en/university/employer/health-management](http://www.uni-stuttgart.de/en/university/employer/health-management)

[www.beschaefigte.uni-stuttgart.de/uni-services/persoennliches\\_arbeitsplatz/konflikte](http://www.beschaefigte.uni-stuttgart.de/uni-services/persoennliches_arbeitsplatz/konflikte)

### Psychological counseling service

(*Psychologische Beratungsstelle*)  
The *Studierendenwerk Stuttgart* also offers a psychological counseling service which supports both students and employees at the university with study or work-related difficulties and with personal problems. In one or several personal conversations with a professional psychologist, you can learn how to help yourself and get information on therapy options and further addresses to contact. The discussions are absolutely confidential: the psychologists are bound to secrecy. Moreover, the consultations are free of charge.

Contact:

Dipl.-Psych. Petra Kucher-Sturm  
Tel. +49 711 9574-482  
Dipl.-Psych. Rainer Sturm  
Tel. +49 711 9574-480

Please use the telephone consultation hours to make an appointment:  
Mon–Thu 1:30 – 2:30 p.m.

Office address:

*Psychotherapeutische Beratungsstelle*  
Rosenbergstraße 68  
70174 Stuttgart  
[www.studierendenwerk-stuttgart.de/en/counselling/psychotherapeutisch-counselling](http://www.studierendenwerk-stuttgart.de/en/counselling/psychotherapeutisch-counselling)

### Staff council (*Personalrat*)

The elected staff council watches over the compliance with laws, collective and service agreements, occupational safety regulations, etc. for the benefit of the university's employees. It offers advice on these topics and is a main point of contact in case of conflicts with superiors. You will find extensive information about the council on its website: [www.personalrat.uni-stuttgart.de](http://www.personalrat.uni-stuttgart.de) (mostly in German, though the newsletters are published in English).

The staff council has two offices:

Campus city center: Geschwister-Scholl-Straße 24c, room 1/107, office hours: Thu 8 a.m. – 10 a.m.  
Campus Vaihingen: Pfaffenwaldring 55,





room 0/702, office hours: Wed 10 a.m. – noon  
Schedule an appointment beforehand  
Tel. +49 711 685-83044

#### **Occupational medical health service** (Arbeitsmedizinischer Dienst)

The occupational medical service attends to all employees. All compiled examination findings are fully subject to the regulations of doctor-patient confidentiality. A variety of multilingual medical services are provided, including

- consulting and informing regarding questions of occupational and health protection
- preventive medical check-ups and vaccinations according to special workplace exposure and hazards
- workplace inspection
- rehabilitation assistance
- consulting in the case of mental health problems

Occupational medical health service  
Pfaffenwaldring 59, basement  
70569 Stuttgart  
Open office hours: Mon–Thu 8 a.m. – 4 p.m., Fri 8 a.m. – 2 p.m.  
Tel. +49 711 685-64545  
E-mail: [amd@verwaltung.uni-stuttgart.de](mailto:amd@verwaltung.uni-stuttgart.de)  
[www.beschaeftigte.uni-stuttgart.de/uni-services/arbeits-und-umweltschutz/arbeitsmedizinischer-dienst](http://www.beschaeftigte.uni-stuttgart.de/uni-services/arbeits-und-umweltschutz/arbeitsmedizinischer-dienst) (an English list of all services is linked on the website)

#### **Discrimination/sexual harassment**

The University of Stuttgart does not tolerate behavior that violates the dignity and integrity of a person or restricts his or her rights and freedoms. Treating each other fairly – regardless of status, gender, social background, religion, age, health impairment, or sexual orientation – is a basic principle of communication, interaction and behavior on campus. All members of the university, especially those in management and leadership positions as well as those in research and teaching, have a responsibility to neither ignore nor allow discrimination or harassment, but to stop it and create an environment in which everyone can feel safe and where social interaction is characterized by respect and appreciation.

For issues related to **sexual harassment**, please get in touch with the contact persons mentioned below. Your concerns will be handled confidentially and, if you wish, anonymously.

Dr. Klaus Dirnberger  
Tel. +49 711 685-64437  
[Klaus.Dirnberger@ipoc.uni-stuttgart.de](mailto:Klaus.Dirnberger@ipoc.uni-stuttgart.de)

Christine dos Santos Costa  
Tel. +49 711 685-66468  
[costa@gkm.uni-stuttgart.de](mailto:costa@gkm.uni-stuttgart.de)  
In cases of **discrimination based on age, gender/sex, handicap, race, ethnicity, religion** or **worldview** you may contact

Dr. Barbara Unteutsch  
Tel. +49 711 685-82156  
[antidiskriminierung@uni-stuttgart.de](mailto:antidiskriminierung@uni-stuttgart.de)  
[www.uni-stuttgart.de/en/university/profile/equality-diversity/anti-discrimination](http://www.uni-stuttgart.de/en/university/profile/equality-diversity/anti-discrimination)  
[www.beschaeftigte.uni-stuttgart.de/uni-services/persoennesliches\\_arbeitsplatz/konflikte](http://www.beschaeftigte.uni-stuttgart.de/uni-services/persoennesliches_arbeitsplatz/konflikte)

#### **Operational contact persons for addiction prevention**

Questions and concerns regarding addiction, addiction prevention, and suspicious behavior, will be handled confidentially by the following contact persons:

Dagmar Hansen  
Tel. +49 711 685-66767  
[dagmar.hansen@basp.uni-stuttgart.de](mailto:dagmar.hansen@basp.uni-stuttgart.de)

Peter Salzmann  
Tel. +49 711 685-60143  
[peter.salzmann@basp.uni-stuttgart.de](mailto:peter.salzmann@basp.uni-stuttgart.de)

Martina Schultheiss  
Tel. +49 711 685-63028  
[martina.schultheiss@basp.uni-stuttgart.de](mailto:martina.schultheiss@basp.uni-stuttgart.de)

#### **Representation for disabled persons**

The Board of Representatives for Disabled Persons promotes the integration of disabled people, represents their interests, and is available to advise and support them.

Contact:  
Kurt Hagemann  
Tel. +49 711 685-67928  
[sbv@uni-stuttgart.de](mailto:sbv@uni-stuttgart.de)

#### **Alumni network** (*alumnus*)

The university's alumni network is an interdisciplinary network for students, graduates, former employees, visiting scholars, guest lecturers as well as for members and associate partners of the University of Stuttgart. It facilitates intercultural exchange and global networking and helps you to stay in touch with colleagues and acquaintances from your time at the University of Stuttgart. The alumni network supports you with organizing your own alumni reunion at the university with the chance to visit your former institute. Currently, the network consists of more than 10,000 members.

Alumni network *alumnus*  
Geschwister-Scholl-Straße 24 B  
70174 Stuttgart  
Tel. +49 711 685-84032  
E-mail: [service@alumni.uni-stuttgart.de](mailto:service@alumni.uni-stuttgart.de)  
[www.alumni.uni-stuttgart.de/en](http://www.alumni.uni-stuttgart.de/en)

#### **Legal advice for (doctoral) students**

On behalf of the *Studierendenwerk Stuttgart* a lawyer offers initial legal advice for students and enrolled doctoral students free of charge. Appointments must be arranged by phone or e-mail:  
Tel. +49 711 9574-410  
E-mail: [info@sw-stuttgart.de](mailto:info@sw-stuttgart.de)





## Working at the University of Stuttgart

## Working at the University of Stuttgart

### RESIDENCE PERMIT/WORK PERMIT

Depending on your nationality, purpose and length of stay at the University of Stuttgart, you might need a residence permit/work permit.

### EU-, EEA- and Swiss citizens

As a national from a member state of the European Union (EU), from another country belonging to the European Economic Area (EEA), or from Switzerland you enjoy freedom of movement. You can enter Germany at any time and take up work/research here. Swiss citizens may ask for a purely declaratory *Aufenthaltskarte Schweiz* to be obtained at the local Foreigners' Registration Office (*Ausländerbehörde/Ausländeramt*).

### Non-EU citizens

Citizens from third countries (all other countries except for the ones mentioned above) need a visa/residence title to be able to enter, live and work in Germany. A visa can be obtained from the German diplomatic mission (embassy or consulate) in your country of residence. Nationals from a small number of Non-EU countries may also enter Germany and stay here for a maximum of 90 days without a visa and even apply for a residence permit for a long-term stay after arrival: [www.auswaertiges-amt.de/en/einreiseundaufenthalt/visabestimmungen-node](http://www.auswaertiges-amt.de/en/einreiseundaufenthalt/visabestimmungen-node)

### Extending the visa/residence permit

The diplomatic missions abroad issue a visa. Non-EU citizens who plan to stay in Germany beyond the visa's period of validity, must apply for a residence permit in good time at the Foreigners' Registration Office of the town they live in. This is also applicable each time you wish to extend your stay beyond the expiry date of your residence title.

### Residence permit for researchers

Both the visa and the residence permit specify the purpose of your stay. There is a specific residence permit for doing research in Germany. This permit is available for both employed and self-financing researchers. A so-called Hosting Agreement (*Aufnahmevereinbarung*) needs to be issued and signed by the researcher, the employing/host institution and the International Office.

### Residence permit for doctoral candidates

Doctoral candidates with an employment as academic staff (*wissenschaftliche/r Mitarbeiter\*in*) are eligible for a residence permit as researcher as well. Doctoral candidates who are employed as a research assistant (*wissenschaftliche Hilfskraft*) need to apply for a residence permit for study purposes. This also applies for self-financing doctoral candidates whose main purpose is to complete a doctoral program. Guest doctoral students who stay for one or





Electronic residence permit

two semesters at the University can be eligible for a researcher or student visa.

### EU Blue Card

Researchers, with or without doctorates, might be entitled to apply for an EU Blue Card for highly-qualified persons depending on the annual salary and the field of research.

Your contact persons at the International Office can advise you in detail on the different types of residence permits you and your family are eligible for. We also support you with the procedure of obtaining the appropriate residence permit(s), e.g. with getting an appointment at the Foreigners' Registration Office in charge, with determining which documents to bring, etc.

### DEFINITION OF RESEARCHERS

The term researcher has different meanings at the University of Stuttgart. A researcher at the university might

have the status of a civil servant (*Beamte\*r*), of an academic employee (*wissenschaftliche\*r Mitarbeiter\*in*), of a visiting scholar, sometimes also called a guest researcher or scientist (*Gastwissenschaftler\*in*) or the status of a doctoral student or visiting doctoral student (*Doktorand\*in*, *Gastdoktorand\*in*). Professors are usually civil servants while postdocs as well as senior researchers are usually academic employees. Doctoral candidates conduct their research either as academic employees, as employed research assistants (*wissenschaftliche Hilfskraft*) or without any additional employment contract. Doctoral candidates who are academic employees can get exempt from enrollment, all other doctoral candidates and visiting doctoral students are enrolled students of the University of Stuttgart. Civil servants, employees as well as research assistants receive a salary, visiting scholars and doctoral students who are not employed are either self-financing or hold a scholarship. Professors get appointed, academic employees and research assistants have an employment contract while visiting scholars do research based on a mutual agreement.

### WORK REGULATIONS

Depending on your status, different regulations within the work context apply. In the following we described the most important ones.

### Working hours

Full time employment means that the average weekly working time is 39.5 hours for employees and 41 hours for civil servants. Part time positions are often offered to doctoral candidates in order to have sufficient time to write their thesis. The weekly working hours of a research assistant are stipulated in the employment contract, but may not exceed half of a full position as employee. Visiting researchers as well as doctoral students without employment contract do not have a defined amount of weekly working hours. Working hours are often agreed upon individually between researcher and host/supervisor.

### Vacation

Civil servants and employees are entitled to 30 days of paid vacation, if they work on five days a week. These days have to be taken by September 30 of the following year, otherwise they expire. They need to apply for vacation with a specific form (*Urlaubsantrag*) which needs to be signed by the head of institute and is then passed on to the Division of Personnel and Legal Affairs. In addition to the official public holidays, civil servants and employees at the university are also released from work on December 24 and 31. Visiting researchers as well as doctoral students without employment contract are not entitled to a certain time span for

vacation. Times of absence have to be agreed upon between researcher and host/supervisor. If a visiting scholar or a doctoral student holds a scholarship, there might be commitments arising from the scholarship contract regarding an absence from the workplace.

### Sick leave

Should you get sick and are unable to work you have to inform your superior immediately. If an employee is unable to work for more than three calendar days, a sick note from a medical doctor and the forecast duration is to be submitted on the following working day. Civil servants must submit a sick note after the eighth day of uninterrupted illness. However, you are not obliged to tell your employer what kind of sickness you have. This is subject to medical confidentiality. The university continues to pay the full salary for six weeks. If you are ill for longer and have statutory health insurance, the health insurance fund will then pay you 70 % of your salary for a maximum of 78 weeks. Private health insurance providers have different regulations. Please ask your private insurance directly. Visiting scholars and doctoral students without an employment contract are not subject to these regulations, but should inform the host/supervisor and their scholarship donor (if applicable) in case of illness, too. A leave of absence from the enrollment is





also possible in case of longer illness. Enrolled doctoral students may contact the Admission Office.

### Business trips

Should you want to go on a business trip as employee or civil servant, a business trip request (*Dienstreiseantrag*) is required. This is generally approved of and signed by the institute's head. This authorization guarantees insurance cover in the event of an accident and is the base for the re-imbursement of trip expenses. An official business trip request is not necessary for visiting researchers or doctoral students without employment contract. Nevertheless, please speak to your host/supervisor before you start your journey.

### INCOME TAXATION

If you have an employment contract with the university, taxes will be deducted from your salary on a monthly basis. These deductions from your gross income include the solidarity surcharge (for yearly gross incomes above EUR 73,000), church tax if you are a member of the Roman Catholic or main Protestant church as well as income tax. The university directly transfers a monthly advancement of these taxes to the tax office.

The amount of taxes you will finally have to pay depends on your income level and your income tax bracket. The

income tax bracket depends mostly on your family status (spouse who has income, too, or no income, children, etc.). You can find additional information on the EURAXESS website.

[www.euraxess.de/germany/information-assistance/taxation](http://www.euraxess.de/germany/information-assistance/taxation)

or on

[www.make-it-in-germany.com/en/jobs/taxes/income](http://www.make-it-in-germany.com/en/jobs/taxes/income)

The Federal Ministry of Finance offers an income tax calculator:

[www.bmf-steuerrechner.de](http://www.bmf-steuerrechner.de)

After registering at the Residents' Registration Office you will get an immutable tax identification number (*Steueridentifikationsnummer*) that clearly assigns everything that is related to your "tax life" to your person. You will need the number for example at the end of a calendar year when you can file an income tax statement. With this request, you might get a refund if the monthly advancements for taxes were too high. An income tax statement can be easily done online through "Mein ELSTER" or by downloading the respective forms and printing them out. They can also be picked up at your local tax office.

In complicated cases, it is worth paying a tax consultant to help you complete your tax statement.

Almost all scholarship holders are exempt from paying tax. There are no deductions from the sum of the scholarship. The following conditions must be fulfilled for the scholarship to be exempt from income tax:

- It comes from public funds or a public or non-profit organization
- It is meant to support scientific or artistic education or continuing education
- The amount is no more than necessary to fulfill the research task or pay for the costs of living and education
- The recipient is given the scholarship without any required consideration or activity as an employee according to the guidelines of the funding organization

Self-financing visiting scholars might be subject to taxation. This depends on the kind of sources you are financing your stay with as well as the length of stay in Germany.

### GERMANY'S SOCIAL SECURITY SYSTEM

The social security system in Germany for employees includes statutory health insurance, unemployment insurance, accident insurance, long-term care

insurance as well as a pension scheme. Each employee has access to its benefits, but – like the employer – needs to contribute to the costs of this system. There is one exception: accident insurance is financed by the employer only. The employees' contributions to the other branches of the social security system are automatically deducted from the gross salary each month and transferred to the respective insurance funds. So are the contributions of the employer.

Scholarship recipients do not have access to this social security system and therefore do not have to pay contributions. However, scholarship holders are, by law, required to be covered by health insurance. Their option for fulfilling this law is usually reduced to taking out private health insurance (see below).

### Health insurance

(*Krankenversicherung*)

Health insurance is mandatory for all residents in Germany. There are two different schemes: **statutory** (public) and **private health insurance**. Which one you are entitled to depends on your status: employment vs. non-employed, age, salary size and prior insurance history.

If you have an **employment contract**, you have access to statutory German





Every person who is protected by statutory health insurance receives an electronic health insurance card (*elektronische Gesundheitskarte*)

health insurance. You can take out health insurance at any statutory health insurance provider. On the website of the umbrella organization of all German statutory health insurances you will find a list of all providers in Germany: [www.gkv-spitzenverband.de/service/krankenkassenliste/krankenkassen.jsp](http://www.gkv-spitzenverband.de/service/krankenkassenliste/krankenkassen.jsp). Please note that certain providers can only insure staff of a particular company or employees living in a particular German state (*Land*). The monthly contributions are determined by law and depend on the size of your salary. The university pays roughly half of the monthly contributions due, the half you need to contribute is deducted directly from your gross salary. In certain cases (e.g. your spouse does not have a salary of his/her own), it is possible to insure your accompanying family members at no additional cost (*Familienversicherung*). Independent of the contributions paid, independent of

sex, age or health status, all members of statutory health insurance receive the medically necessary health care benefits on an equal basis.

If you **don't have an employment contract**, for example as doctoral student, scholarship holder or other self-financing researcher, access to statutory health insurance depends on your personal situation:

1. EU and EFTA citizens or citizens of another country Germany has a social security agreement with (e.g. Turkey), may apply for a European Health Insurance Card (EHIC) at the public health insurance provider of their country. An EHIC is issued if the stay abroad is limited and health insurance in the home country continues to be valid throughout the stay. Holders of an EHIC are granted access to the German statutory health insurance system.
2. Visiting doctoral students (students enrolled as non-degree PhD) under the age of 30 are able to take out statutory student health insurance.
3. If you have been insured by a German or foreign statutory health insurance before, you may be entitled to a voluntary insurance (*freiwillige Versicherung*) at a statutory health insurance provider. Basically, it is the same insurance an employee has, only that you also have to pay the other half of the contribution

that the employer is usually paying. This is a very special and complicated case as you have to provide evidence of specific preceding insurance periods, so we recommend you to consult a statutory health insurance provider for further advice.

4. In any other case you have to take out private health insurance.

Should you have the freedom of choice between private and statutory health insurance we recommend you to familiarize yourself with the advantages and disadvantages of the different systems. If for example your salary exceeds a certain threshold, you are able to change from the statutory health insurance to a private insurance scheme.

Private health insurance providers must offer benefits which are more or less equal to those of statutory German health insurance. We recommend taking out a private health insurance whose provider is based in Germany and not in your country of residence. It is often simply too challenging for the German authorities to compare the benefits of private health insurance purchased abroad with those of German statutory health insurance. As a consequence, they might not accept it.

The premiums in the private scheme vary according to the tariff chosen, your personal medical risks and age.

Before you take out private insurance, it is important to check the terms and conditions, especially whether specific medical conditions like psychological disorders and previous/chronic illnesses or dentistry are included or excluded. Each family member must take out individual insurance.

The DeGiS website offers a good overview of private health insurance companies that are comparable to statutory health insurance providers: [www.degis.info/scholars/health-insurance](http://www.degis.info/scholars/health-insurance)

Additionally, we strongly recommend taking out a **travel health insurance** for the duration of your journey and the first days or weeks in Germany.

#### Pension scheme (*Rentenversicherung*)

The purpose of the German pension scheme is to protect you and your family if your ability to work is endangered or reduced or if your employment ends due to age or death. Benefits include medical rehabilitation, pensions for reduced earning capacity and old-age pensions. Just like statutory German health insurance, the contributions are deducted from your gross salary and half paid by the employer. Whether you are entitled to claim pension rights or to apply for a refund of your contributions, depends on various factors like employment duration and

your nationality. It is recommended that you contact the German public pension insurance (*Deutsche Rentenversicherung*) for further advice on your rights and possibilities.

[www.deutsche-rentenversicherung.de/DRV/EN/Home/home\\_node.html](http://www.deutsche-rentenversicherung.de/DRV/EN/Home/home_node.html)

All employees of the University of Stuttgart are additionally insured through the Pension Institution of the Federal Republic and the Länder called *Versorgungsanstalt des Bundes und der Länder* (VBL), a public occupational pension provider. If you have a



short-term employment contract and have not previously contributed to this pension scheme, you can be exempted from this supplementary insurance to which you would usually need to contribute half of the premium. You need at least 60 months of having contributed into the additional pension scheme to be eligible for pension payments when you reach retirement age. If you plan to work less than five years or are not sure whether you will be working for the university or another institution of the German states (*Länder*) or the federation (*Bund*), you can apply for an exemption to pay the contributions. This exemption is due at the Division of Personnel and Legal Affairs of the university within two months of the starting date of the employment contract.

[www.vbl.de/de?t=/VBL/english&i=1113979957474&l=0](http://www.vbl.de/de?t=/VBL/english&i=1113979957474&l=0)

An alternative option the university offers to its academic staff is a voluntary scheme of the VBL called VBLspezial:

[www.vbl.de/de/app/media/resource/\\_h9h35iee.html](http://www.vbl.de/de/app/media/resource/_h9h35iee.html)

International researchers often work in several countries throughout their career and therefore contribute to various pension schemes. The website [www.findyourpension.eu](http://www.findyourpension.eu) can help you to gather information about the different

pension institutions in many European countries and your options to claim pension rights.

### **Unemployment insurance** (*Arbeitslosenversicherung*)

Unemployment insurance provides a safe income in case of job loss and support in finding a new job or reintegrating into employment. In order to be entitled to receive benefits you must have paid contributions for at least twelve months within the last two years and be available to the job market. Working periods in other EU member states, EFTA states and Switzerland can be taken into account. Like most other mandatory social insurances, the university pays half of the contribution towards employees with employment contracts.

### **Long-term care insurance** (*Pflegeversicherung*)

Long-term care insurance is also mandatory and covers the need for care and assistance, both in- and outpatient. If you are an employee, half of the contribution due is automatically deducted from your gross monthly salary and the other half is paid by the university. If you don't have children you have to pay a small surcharge on top. The premium is not refundable. If you don't have access to the German social security system due to your status as scholarship holder, but plan to stay in Germany for more than 6

months, your private health insurance premium will include a surcharge for long-term care insurance.

### **Accident insurance** (*Unfallversicherung*)

Employees and enrolled doctoral students benefit from accident insurance which is fully paid by the university. It covers not only accidents at work or on the way to and from work but also occupational illness. Private accidents are not covered. In case of an accident you have to report in immediately with this form:

[www.beschaeftigte.uni-stuttgart.de/document\\_intern/arbeits-umweltschutz/arbeitsschutz/Unfallanzeige.pdf](http://www.beschaeftigte.uni-stuttgart.de/document_intern/arbeits-umweltschutz/arbeitsschutz/Unfallanzeige.pdf)  
(only accessible from within the university network)

For those who are not employed at the university, we recommend that you take out private accident insurance (if you already have an accident insurance, check whether it is valid in Germany, too). As the quality and prices vary greatly between the different insurance companies, you should inform yourself about the terms before you take out such an insurance.

[www.verbraucherzentrale.de/wissen/geld-versicherungen/weitere-versicherungen/private-unfallversicherung-ueberfluessig-oder-sinnvoll-13888](http://www.verbraucherzentrale.de/wissen/geld-versicherungen/weitere-versicherungen/private-unfallversicherung-ueberfluessig-oder-sinnvoll-13888) (in German only)





### Personal liability insurance

*(Haftpflichtversicherung)*

Unlike health insurance, personal liability insurance is not compulsory in Germany. However, we strongly recommend its purchase as you can be held responsible for damages you cause to other people or objects (e.g. a rented apartment, laboratories, or your institute) and also for damages caused by your children. If you rent an apartment, your landlord might ask you to prove that you have personal liability insurance. The insurance covers claims for unintentionally caused damages, sometimes including even the loss of keys. The price ranges from EUR 50 to EUR 100 per year, depending on how many family members need to be

insured. You can take out the insurance with a bank, an insurance company or online. Up-to-date price comparisons can be found online (use the search term "*Versicherungsvergleich Haftpflichtversicherung*"). For further information you may also get in touch with your contact person at the IZ.

### Travel health insurance

*(Auslandsreisekrankenversicherung)*

If you intend to travel outside Germany during your stay at the University of Stuttgart, we recommend that you take out travel health insurance. This insurance is important because you usually have to pay all or part of the treatment costs abroad yourself. It will guarantee you the best possible medical care if you fall ill or if you have an accident abroad. The yearly fee is usually very low and many banks and insurance companies provide affordable offers.





## Family and children

## Family and children

The German state offers a variety of forms of support for families, like child benefit, maternity leave, parental leave, parental allowance as well as the legal entitlement to child care from the age of one. Detailed information on the support granted by the state is given by the universities' Uni & Family service (see page 20).

### **MATERNITY LEAVE** (*MUTTERSCHUTZ*)

*Mutterschutz* protects pregnant women in their work environment. They don't have to work more than 8.5 hours per day or do heavy physical work. Six weeks before the birth women only have to work if they want to and eight weeks after giving birth women are not allowed to work at all. During this period your statutory health insurance provider pays maternity allowance and your employer has to make up the difference to your net salary. If you have private insurance, you can only apply for EUR 210 one-time maternity allowance at the Federal Office of Social Security (*Bundesamt für Soziale Sicherung*). Your employer is not allowed to dismiss you from the beginning of your maternity until four months after birth. If you decide to take parental leave (see next paragraph), the protection against dismissal will continue for that period of time. It is important to inform your employer when you know you are pregnant.

### **PARENTAL LEAVE** (*ELTERNZEIT*)

As a mother or father with an employment contract, you are entitled to take parental leave which allows you to fully or partly (max. 30 hours workload per week) stop working for a period of time without losing your job. You may take leave for up to three years to take care of your child. During this time you are protected against dismissal, but do not receive any salary. 24 months of parental leave can also be taken after your child turns three, but only if your employer agrees. The German state helps you financially with granting a parental allowance (see page 42), but keep in mind that this support is limited to 14 months and that you need to inform your employer seven weeks beforehand. Some scholarship donors allow for an extension of the scholarship's period according to parental leave.

### **PUBLIC FINANCIAL SUPPORT FOR FAMILIES**

#### **Child benefit and child allowance** (*Kindergeld & Kinderzuschlag*)

Parents who can take up gainful employment in Germany are entitled to around EUR 220 child benefit per month for every child – independent of the family's income. It is generally paid for all children up to the age of 18. If your child is unemployed, child benefit is paid until it turns 21. If your child is studying or undertaking vocational





training, you will receive child benefit until they reach the age of 25.

If you are entitled to child benefit but your income is still too low to cover your family's need you may apply for an additional child allowance of up to EUR 205 per month for every child. To be eligible you need to be an EU, EEA or Swiss citizen or have been uncontestedly recognized as entitled to asylum. Non-EU doctoral candidates who are in Germany on a student residence title are not entitled to child benefits.

You can find all important information and papers online on the website of the labor office (*Arbeitsagentur*). There is also a tool to find the responsible office in your area: [www.arbeitsagentur.de/en/financial-support](http://www.arbeitsagentur.de/en/financial-support)

#### Parental allowance (*Elterngeld*)

To take care of newborn children, parents can receive parental allowance. This allows you to work part-time or to take care of your child full-time. The amount of money a parent or family receives depends on the most recent net income, but ranges from minimum EUR 300 to maximum EUR 1,800. Parents can benefit from the support for up to 14 months. If you are not a citizen of an EEA member state or Switzerland your entitlement depends on your residence title.

Further information can be found here: [familienportal.de/familienportal/meta/languages/family-benefits](http://familienportal.de/familienportal/meta/languages/family-benefits)

[www.euraxess.de/germany/information-assistance/research-stay-family/benefits-families](http://www.euraxess.de/germany/information-assistance/research-stay-family/benefits-families)

#### Other public financial support for families

There are a couple of reduction cards families with a low income can benefit from.

With the **Familiencard** from the city of Stuttgart you receive EUR 60 annually for every child, which can be used for different offers like zoos, museums, swimming pools, as well as school excursions. With the card you also get 20% off at the music school of Stuttgart or for forest home vacation camps (*Waldheime*) and a discount for child care fees. You can get the card at your local Residents' Registration Office if the annual family income does not exceed EUR 70,000 or if you have at least four children who receive child benefit (*Kindergeld*): [www.stuttgart.de/familiencard](http://www.stuttgart.de/familiencard)

The city of Stuttgart provides the **Bonuscard + Kultur** for families who receive financial support from the government. This includes, amongst others, Supplementary Unemployment Benefit II (*Arbeitslosengeld II*), housing benefit (*Wohngeld*) and child allowance (*Kinder-*

*zuschlag*, not *Kindergeld*). With this card your children receive free access to child care, forest home vacation camps (*Waldheime*) and free school lunches. Also you get free entry to a variety of cultural events and institutions ([kultur-fuer-alle.net](http://kultur-fuer-alle.net)) as well as discounts for museums, swimming pools and the zoo and also 90% off at the music school of Stuttgart. Normally the card is sent by post at the beginning of the year. If you would like to register for it during the year, you need to contact the *Dienststelle Freiwillige Leistungen*.

The **Landesfamilienpass** provides free or reduced entries to many sights, museums, as well as fun parks in Baden-Württemberg. You can get the pass if you have at least three children who receive child benefit (*Kindergeld*), if you are in need of financial support or are a single-parent. Also parents with a disabled child can receive the card. The local Residents' Registration Offices (*Bürgerbüro*) are responsible for your registration and further information.

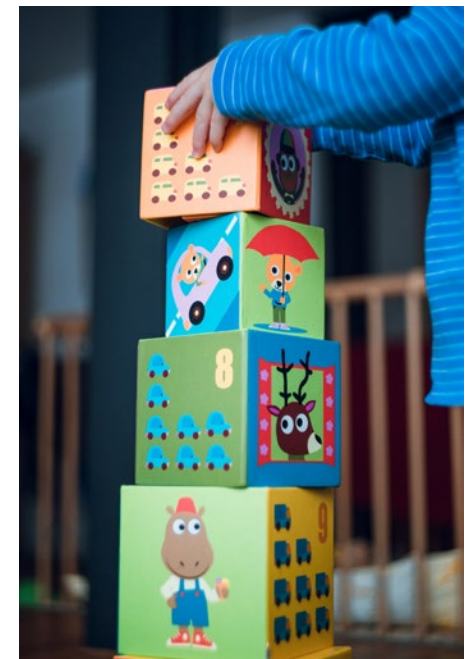
#### CHILDCARE FOR CHILDREN UNDER 6 YEARS

Children who have reached the age of 1 are legally entitled to a place in a childcare facility which usually is a **day-care center** or **kindergarten** (*Kindertagesstätte/Kindergarten*). To register your child at a daycare center or kindergarten in Stuttgart you need to fill out an

online registration. You can choose up to ten kindergartens. Additionally, it can be helpful to make an appointment with the chosen kindergarten(s) you would like your child to go to. Thereby you can introduce yourself and your child and get an impression of the place at the same time.

[service.stuttgart.de/lhs-services/kita](http://service.stuttgart.de/lhs-services/kita)

The University of Stuttgart also holds **reserved places** for children of employees between 2 months and 3 years





old in child care facilities close to both campuses. Please contact Uni & Family to check availability (see page 20).

Instead of sending your child to a kindergarten, you may also look out for **childminders** (*Tageseltern*) or **babysitters**. A childminder usually takes care of the child on a regular basis, from 1-5 days per week. A babysitter takes care of your child for a shorter time and can be booked whenever needed. There are different platforms that provide networking between parents and babysitters.

[www.stuttgart.de/vv/adresse/tagesmuetter-und-pflegeeltern-stuttgart-e.v..php](http://www.stuttgart.de/vv/adresse/tagesmuetter-und-pflegeeltern-stuttgart-e.v..php)

The EKIZ (*Eltern-Kind-Zentrum*) provides child care three days a week for five hours:

[www.eltern-kind-zentrum.de/kinderbetreuung](http://www.eltern-kind-zentrum.de/kinderbetreuung)



## SCHOOLING

Children in Baden-Württemberg must attend school if they turn six by August of the calendar year. Attendance at state-run schools is free and only possible if you stay more than three months. After residents' registration you will receive a letter from a local elementary or secondary school with all necessary information. More information on the school system can be found here:

[welcome.stuttgart.de/en/item/show/548712](http://welcome.stuttgart.de/en/item/show/548712)

A lot of schools offer child care after regular classes. You can get further information at the chosen school.

**Language preparation classes** help children with few or no German skills to integrate better and to prepare for normal school life. They are not offered by every school, thus your child might be transferred to the closest one with language preparation classes. Furthermore, few elementary schools and many secondary schools offer bilingual classes, mostly in German and English.

## VACATION DAY CAMPS FOR SCHOOL AGE CHILDREN

For children between the ages of six and twelve years (siblings from the age of four) Uni & Family organizes **research vacation day camps** near the Vaihingen campus in cooperation with Konzept-e GmbH, the five Stuttgart



Research vacation day camps offer great activities for your children

Fraunhofer Institutes and the Media University of Applied Science. Day camps lasting one week each are scheduled for Easter, Whitsun, and Fall breaks. A day camp lasting three weeks takes place in summer.

[www.beschaefigte.uni-stuttgart.de/uni-services/persoennesliches\\_arbeitsplatz/beruf-familie/kinderbetreuung/#id-4735ea20](http://www.beschaefigte.uni-stuttgart.de/uni-services/persoennesliches_arbeitsplatz/beruf-familie/kinderbetreuung/#id-4735ea20)

In addition, there is a one-week **university sports camp** during school holidays for children of employees, students and visiting scholars aged 10 to

15. The focus is on outdoor sports like mountain biking and climbing.

[www.hochschulsport.uni-stuttgart.de/familie](http://www.hochschulsport.uni-stuttgart.de/familie)

Forest home vacation camps (*Waldheime*) are another popular way for children under 14 years to spend their holidays in Stuttgart. Children spend one or two weeks in these holiday camps, mostly in the summer break from school. These are often located in Stuttgart's forests where children can spend most of their time outside. The camp starts in the morning and lasts

until early evening. A lot of fun activities are offered, such as group and outdoor games, handcrafts and singing. Children are taken care of by teamers and have lunch (and sometimes also breakfast and dinner) together. For more information check out [www.waldheime-stuttgart.de](http://www.waldheime-stuttgart.de)

If your child is interested in trying out different professions and learning more about the political, social and economic functions of a city, you should check out the *KinderSpielStadt Stutengarten*. It is organized for children from six to thirteen years every summer.

[www.stutengarten.de](http://www.stutengarten.de)

You can find further opportunities for your children's holiday here: [www.unser-ferienprogramm.de/stuttgart/index.php](http://www.unser-ferienprogramm.de/stuttgart/index.php). Older children can also join youth trips, for example they can learn skiing, go surfing or to the beach. Check out EJUS, AWO, SJR or gojugendreisen.

#### **PREGNANCY ADVICE AND FAMILY COUNSELING CENTERS**

If you are expecting a child, specific medical, social and legal advice and counseling is available to support you before and during pregnancy. There is also special counseling for women in conflict situations, which is anonymous on request, always free and not aimed



at a specific result. State-recognized counseling service can be found at [www.familienplanung.de/beratung](http://www.familienplanung.de/beratung)

The city of Stuttgart offers pregnancy counseling as well: [www.stuttgart.de/schwangerschaftsberatung](http://www.stuttgart.de/schwangerschaftsberatung)

There is also a hotline for pregnant women in difficult situations:  
0800 40 40 020

If you're looking for educational aid or advice on child development, custody, single parenting or any other family related topic, you can contact a family counseling center. They have experienced and specialized staff and psychologists who you can confide in. Advice is offered by the city of Stuttgart (for free) and a variety of independent charity associations:

[www.stuttgart.de/buergerinnen-und-buerger/familie/familienberatung](http://www.stuttgart.de/buergerinnen-und-buerger/familie/familienberatung)

[www.profamilia.de/angebote-vor-ort/baden-wuerttemberg/stuttgart.html](http://www.profamilia.de/angebote-vor-ort/baden-wuerttemberg/stuttgart.html)


[kinderschutzbund-stuttgart.de](http://kinderschutzbund-stuttgart.de)

The AWO (Arbeiterwohlfahrt) also offers specific advice for immigrant families:

[www.awo-stuttgart.de/index.php/migrant-innen/beratung-fuer-familien-in-krisensituationen](http://www.awo-stuttgart.de/index.php/migrant-innen/beratung-fuer-familien-in-krisensituationen)







## Everyday life in Germany and Stuttgart

## Everyday life in Germany and Stuttgart

### WELCOME CENTER STUTTGART

The Welcome Center Stuttgart is the first contact point for new residents of Stuttgart from Germany and abroad. It gives you information as to the following topics or will connect you with further advisory services:

- Recognition of foreign secondary school and vocational degrees
- Employment, job search and application
- (Vocational) training and academic studies
- Learning German
- Entry requirements and residence
- Health care system
- Child care
- Mobility
- Religious communities
- Education
- Associations/clubs and leisure activities
- Insurance
- Housing

Personal advice is available during opening hours, but you can also call them, send an e-mail or obtain information in advance on their website. They speak German, English and many other languages.

[welcome.stuttgart.de/en](https://welcome.stuttgart.de/en)

The Welcome Center Stuttgart has also published a helpful brochure that in-

cludes all the information you need to get started in the city of Stuttgart:

[welcome.stuttgart.de/img/mdb/item/548332/143561.pdf](https://welcome.stuttgart.de/img/mdb/item/548332/143561.pdf)

### ACCOMMODATION

The housing market in Stuttgart is among the most expensive in Germany. Therefore we recommended you to begin as early as possible to look for an apartment or house. You will find most offers on the internet on platforms like ImmobilienScout24 or Immonet, but local newspapers like Stuttgarter Zeitung/ Nachrichten should also be checked out. Insider tip: place your own advertisement that you are looking for an apartment. Especially older people who don't use the internet might respond to this. If the demand is really high, you might also consider using the services of an estate agent.

Not all housing offers on the internet are genuine. To avoid fraud, take a look at this information sheet:

[www.uni-stuttgart.de/studium/leben-in-stuttgart/document/studium-lebeninstuttgart-wohnen-international-Broschuere-Wohnungsbetrug-en.pdf](https://www.uni-stuttgart.de/studium/leben-in-stuttgart/document/studium-lebeninstuttgart-wohnen-international-Broschuere-Wohnungsbetrug-en.pdf)

### Subsidized accommodation

If your income is below a certain threshold, you can apply for a certificate of eligibility for social housing (*Wohnberechtigungsschein*) at the mu-





municipal housing office (*Wohnungsamt*), which is valid for one year. It enables you to rent an affordable apartment subsidized by the state. The waiting time to get these apartments, however, is usually between 12 and 24 months.

[www.stuttgart.de/vv/leistungen/wohnberechtigungsschein-beantragen.php](http://www.stuttgart.de/vv/leistungen/wohnberechtigungsschein-beantragen.php)

#### Accommodation benefits

Depending on the number of people in your household, your overall income and the total rent, you may also be eligible for housing benefit (*Wohngeld*). In order to find out if you are entitled, you can use the calculator on the website of the Federal Ministry of the Interior, Building and Community:

[www.bmi.bund.de/DE/themen/bauen-wohnen/stadt-wohnen/wohnraumfoerderung/wohngeld/wohngeld-node.html](http://www.bmi.bund.de/DE/themen/bauen-wohnen/stadt-wohnen/wohnraumfoerderung/wohngeld/wohngeld-node.html)

#### Rental agreement

You should always read a rental agreement very carefully before signing it. It can also be agreed verbally, but this is not recommended as it is often disputed later. Make sure all relevant details are defined, like for example:

- rent due (*Kaltmiete*)
- ancillary costs due (*Nebenkosten*)
- deposit due (can be retained if you

leave accommodation in a poor condition or if you have not fully paid the rent)

- brokerage fees (if applicable)
- if there is a stepped rent (*Staffelmiete*) (this is a rent that is automatically increased on a regular basis)
- length of the tenancy (for a fixed term or unlimited period)
- if there are any obligations to redecorate

Usually you also have to sign a handover agreement (*Übergabeprotokoll*) that records the condition of the accommodation when you move in. You should read through the agreement very carefully because when you move out your landlord could otherwise claim that you are responsible for damages that are not specified in the agreement.

If you're not sure about your rights, you can contact one of the big tenants' associations like the Mieterbund or the Mieterschutzbund who can give you advice on tenancy law:

[www.mieterbund.de](http://www.mieterbund.de)  
[www.mieterschutzbund.de](http://www.mieterschutzbund.de)

#### Household service providers

When you move into an apartment, electricity and gas are usually provided by a base supplier. You can save a significant amount of money if you change your supplier. There are

a variety of comparison portals like Verivox or Check24 that help you find a new supplier and close a new contract within five minutes. The same applies to your telephone and internet provider. Usually there is only one supplier for garbage disposal and water supply. These services are contracted by the landlord and the costs are passed on.

#### Residents' registration and tax identification number

After moving to Stuttgart, you have to inform the local Residents' Registration Office (*Bürgerbüro*) about your new address within two weeks (if you stay more than three months). If you register too late, you may have to pay a fine. A couple of weeks after registration, you will get your tax identification number that enables you to file an income tax return (see page 32). You also need to inform your employer of this tax identification number.

#### Public broadcasting contribution

Soon after residents' registration you will also receive a letter from the public radio and TV contribution service (*ARD ZDF Deutschlandradio Beitragsservice*) with a request to pay a monthly contribution fee (*Rundfunkbeitrag*) of EUR 17.50 for their broadcasting services. This is a mandatory fee for every household. If you live with somebody in a shared apartment who is already paying the fee, you can register



through this person. If you suffer from specific physical disabilities or receive social security benefits such as Unemployment Benefit II (*Arbeitslosengeld II*), you may apply for an exemption from paying the fee. Don't ignore the letter as this will result in a retrospective payment for all outstanding months.

[www.rundfunkbeitrag.de/welcome/index\\_ger.html](http://www.rundfunkbeitrag.de/welcome/index_ger.html)

#### THE GERMAN LANGUAGE

Learning another language is not always easy. If you are interested in



learning German during your stay, there are several places in Stuttgart that can teach you German from beginners' level to advanced levels either in groups or private lessons.

To find a German course that meets your needs and requirements, take a look at the website of the Welcome Center Stuttgart which provides you with information on duration, time, place and prices of different language courses. The Welcome Center Stuttgart also offers advice on possible grants:

[welcome.stuttgart.de/en/learninggerman](http://welcome.stuttgart.de/en/learninggerman)

The **Language Center** of the University of Stuttgart also offers special German language courses for academic employees, visiting researchers and enrolled doctoral students. You can find more information on page 16.

#### ACCESS TO THE HEALTH CARE SYSTEM

German universities do not provide medical services on campus, rather you are free in choosing any established doctor. Most doctors cooperate with the statutory health insurance providers. If you choose a private practice (*Privatpraxis*) you have to pay for the treatment yourself and in most cases you are only eligible for reimbursement if you have private health insurance.

#### How to find a doctor

Doctors, dentists, and psychotherapists can be found online at: [www.arztsuche-bw.de](http://www.arztsuche-bw.de). This website also gives you information on doctors who speak other languages than German by choosing your language in the search criteria *Fremdsprache*. Some doctors only accept self-paying or private insurances. They can be found through [www.arztsuche-privataerzte.de](http://www.arztsuche-privataerzte.de)

#### Getting medical treatment

In Germany you are not supposed to go to hospital in non-urgent cases but instead see a doctor's office (*Arztpraxis*). Usually you have to make an appointment to see a doctor if you are sick.

However, some general practitioners also have open office hours.

In order to receive treatment, you need to either present your health insurance card (*elektronische Gesundheitskarte*) from your statutory health insurance provider, your EHIC, or show the certificate from your private health insurance company. Statutory health insurance providers pay the medical treatment directly to the doctor/hospital. Private insurances have a different payment system. Usually you will have to pay the bill first and ask for reimbursement at the company later. You should familiarize yourself with the specific regulations of your own health insurance before you see a doctor.

#### Emergency treatment

In case of a medical emergency at night or on weekends, you can go to the Emergency Medical Service of Stuttgart's doctors at the Marienhospital (address see page 55). If you suffer from a life-threatening medical condition, don't hesitate to call the ambulance: 112. This number works from any phone without charge.

#### Psychological counseling

Enrolled doctoral students and staff members of the University of Stuttgart are able to seek psychotherapeutic and social counseling free of charge by the Student Services (see page 25).

Psychological counseling is also offered by different organizations outside of the university:

Crisis and emergency service of the protestant society *Evangelische Gesellschaft* (EVA)

Tel. 01805 110 444, Mon–Fri 9 a.m. – midnight, Sat, Sun and public holidays noon – midnight. They also offer on site support at Furtbachstr. 6, 70178 Stuttgart, Mon–Fri 4 p.m. – midnight, Sat, Sun noon – midnight (side entrance at the Furtbachklinik).

[www.eva-stuttgart.de/nc/unsere-angebote/angebot/krisen-und-notfalldienst](http://www.eva-stuttgart.de/nc/unsere-angebote/angebot/krisen-und-notfalldienst)



If you need special treatment or tests, the doctor will refer you to a specialist or the hospital. Hospital treatment is only available with a transfer form from a practitioner (except for emergencies!).

Prescribed medication can be picked up at any pharmacy (*Apotheke*). If you have statutory health insurance, you usually have to pay a contribution between EUR 5 and EUR 10 for each prescription. In case of private insurance, the company might also pay for all prescribed medication (check your contract).

An address for psychological counseling with a focus on traumatized migrants and refugees is the *Psychologische Beratungsstelle* (PBV) at Schloßstraße 76, 70176 Stuttgart, Tel. +49 711 28 54-450.

[www.eva-stuttgart.de/nc/unsere-angebote/angebot/psychologische-beratungsstelle-pbv](http://www.eva-stuttgart.de/nc/unsere-angebote/angebot/psychologische-beratungsstelle-pbv)

*Ruf und Rat* (a service of the Catholic church)

Crisis Helpline (24/7): 0800 111 0 222  
Psychological counseling (appointments by phone): Hospitalstraße 26, 70174 Stuttgart, Mon, Tue, Thu, Fri 9 a.m. – noon, Tue, Wed, Thu 2 p.m. – 5 p.m., Tel. +49 711 226 20 55  
[ruf-und-rat.de](http://ruf-und-rat.de)

Psychological counseling of the independent advice service *Freie Beratungsstelle Stuttgart*

Esslinger Straße 14, 70182 Stuttgart, Mon–Sat, Tel. +49 711 233 267 or +49 152 28 67 20 59, [info@freie-beratungsstelle.de](mailto:info@freie-beratungsstelle.de)  
[www.freie-beratungsstelle.de](http://www.freie-beratungsstelle.de)

In certain cases, researchers who are covered by statutory health insurance can benefit from psychotherapy. You first need to visit your general practitioner or a psychiatrist who can issue a transfer form for a psychotherapist. Unfortunately waiting times for counseling support might be quite long. If you

have private health insurance, please check the insurance policy to find out if psychotherapy is included.

In cases of urgent crisis, you can also visit the emergency medical service of Stuttgart (see below).

#### Chronic illnesses or disabilities

The Municipal Social Service (*Sozialdienst für Menschen mit chronischer Erkrankung oder Behinderung*) helps people with chronic illness or disabilities.

Schloßstr. 91, 70176 Stuttgart  
Tel. +49 711 216-594 68  
[www.stuttgart.de/menschen-mit-behinderung](http://www.stuttgart.de/menschen-mit-behinderung) (German only)

Do you need to find a doctor? Do you have a medical or psychological issue? You are welcome to contact the International Office for advice. Anything you tell us will be treated confidentially.

#### SAFETY IN STUTTGART

The crime rate in Stuttgart is comparably low for a bigger city. Nevertheless, you should be prudent and use common sense to avoid falling victim to a crime.

#### Important emergency numbers and addresses

**Police:** 110 · **Fire Department:** 112 · **Ambulance:** 112

These numbers can be called **free of charge** from all phones.

#### Emergency Medical Service in Stuttgart

at the Marienhospital Stuttgart, Böheimstr. 37, 70199 Stuttgart, Tel. +49 711 6489-0  
[www.notfallpraxis-stuttgart.de/en](http://www.notfallpraxis-stuttgart.de/en)  
Mon–Thu 7 p.m. – 1 a.m., Fri 2 p.m. – 1 a.m., Sat, Sun and public holidays 7 a.m. – 1 a.m. (no appointment necessary)

If you are not able to go to the emergency service yourself, you can call 116 117 and a doctor on duty will come to your home. This applies only for times when usual doctors' offices are closed and if you are not suffering from a life-threatening medical condition.

For dental emergencies call +49 711 7877711 to find out which dentist is on duty.

You can find more emergency services at [www.stuttgart.de/notdienste](http://www.stuttgart.de/notdienste)

#### Police stations close to campus

Vaihingen:

- Revier Vaihingen/Möhringen/De-gerloch (24 h), Balingen Str. 31, 70567 Stuttgart-Möhringen  
Tel. +49 711 89 90-3400
- Polizeiposten Vaihingen, Robert-Leicht-Str. 15, 70563 Stuttgart-Vaihingen, Tel. +49 711 89 90-4460

Stadtmitte (city center):

- Polizeirevier Innenstadt (24 h), Theodor-Heuss-Str. 11, 70173 Stuttgart, Tel. +49 711 89 90-3100
- Polizeiposten Hauptbahnhof (24 h), Arnulf-Klett-Passage 41, 70173 Stuttgart, Tel. +49 711 89 90-4230

We recommend that you always carry an ID card or passport with you. Identity controls may be carried out by local or federal police. The reason is usually not a specific suspicion. Identity checks are carried out especially in areas where theft, assaults, drug dealing etc. are likely to occur (airport, train stations, city center, parks, squares etc.).

**Security service** (campus Vaihingen and Möhringen)

A security service is responsible for the student dorms on the campus Vaihingen and Möhringen during the night and can be called for cases of disturbances of the peace.  
Tel. +49 7032 992025

#### Heimwegtelefon

Inspired by an idea from Sweden, the *Heimwegtelefon* ("way home phone") provides a service that you can call if you feel uncomfortable on your way home, irrespective of gender. A volunteer will talk to you until you have reached your destination. The main purpose is to promote safety. By having a





nice conversation, you don't only feel better, but also radiate more confidence. This can help to avoid assaults as the caller no longer assumes the typical victim role. In case of an actual assault, the police can be called quickly.

Tel. +49 30 120 74 182

Availability: Fri & Sat 10 p.m. – 3 a.m.,  
Sun–Thu 8 p.m. – midnight

#### KommGutHeim app

Another possibility to create more safety is the *KommGutHeim* ("get home safely") app, which was developed by a master's student at the University of Stuttgart. The app makes it possible for users to be digitally accompanied by selected friends or family members when out and about through a live location tracking function. In an emergency, one click on a panic button will notify a contact person, who can then call for help. There is also an option to activate a loud screech alarm to scare off potential attackers.

[www.kommgutheim.com](http://www.kommgutheim.com)

#### Loss of debit (EC) and credit card

To cancel your debit (EC) or credit card call Tel. 116 116 (24 h)

#### Lost property department of Stuttgart

Hauptstätter Str. 66, 70178 Stuttgart  
E-mail: [fundsachenstelle@stuttgart.de](mailto:fundsachenstelle@stuttgart.de)  
Tel. +49 711 216-89494

Mon–Fri 8:30 a.m. – 1 p.m. and Thu  
2 p.m. – 6 p.m.

You can also search lost items online:  
[www.stuttgart.de/vv/leistungen/fundsachen-online-suchen.php](http://www.stuttgart.de/vv/leistungen/fundsachen-online-suchen.php)

#### Lost property department of SSB (Stuttgarter Straßenbahnen)

For items lost in the U-Bahn/bus or at U-Bahn/bus stops:

Schöttlestr. 2, 70567 Stuttgart

Tue–Fri 9 a.m. – 12:45 p.m., Mon & Thu  
2 p.m. – 6 p.m., Tel. +49 711 7885-3333

You can also search lost items online:  
[www.ssb-ag.de/kundeninformation/fundstelle](http://www.ssb-ag.de/kundeninformation/fundstelle)

#### Lost property department of Deutsche Bahn and S-Bahn

DB Station Fund und Service

E-mail: [fundbuero.dbag@bahn.de](mailto:fundbuero.dbag@bahn.de)

Mon–Fri 8 a.m. – 5 p.m., Sat–Sun 10 a.m. –  
6 p.m., Tel. +49 711 20 92-2447

#### Lost property within the University of Stuttgart

Campus city center: Keplerstr. 11, 70174  
Stuttgart

E-mail: [zentralerservice-m@verwaltung.uni-stuttgart.de](mailto:zentralerservice-m@verwaltung.uni-stuttgart.de), Tel. +49 711 685-84000

Campus Vaihingen: Pfaffenwaldring 55,  
70569 Stuttgart

E-mail: [zentralerservice-v@verwaltung.uni-stuttgart.de](mailto:zentralerservice-v@verwaltung.uni-stuttgart.de), Tel. +49 711 685-64000

#### Loss or theft of your passport

Should your passport have been lost

or stolen, you must report it to the Foreigners' Registration Office, if you are a national of a third country. They will issue a temporary residence permit (*Fiktionsbescheinigung*) and a form with which you must apply for a new passport at the embassy or consulate of your home country in Germany. Should your passport have been stolen, you also have to report it to the police.

#### Loss or theft of your student ID card

If you lose your student ID card, you need to have it deactivated as soon as possible by the Admissions Office. In order to block it and get a new one you will be charged EUR 10 and you will need to supply a new passport photo.

#### Please remember:

The International Office is always there to support you in case of any difficulties.

#### SUSTAINABLE LIFESTYLE

We believe that it is important to take care of the resources of our planet. We would greatly appreciate it if you could help to save the environment by taking small, but efficient steps.

#### Waste separation

Stuttgart has a special system of waste separation and recycling. There are different bins for different types of trash:

- Green bin: paper and cardboard



One of the famous farmers' markets in Stuttgart

- Grey/black bin: *Restmüll* (anything that cannot be recycled, like hygiene waste, diapers, the dust from vacuum cleaners, etc.)
- Brown bin: organic waste, cooked and raw leftovers, garden waste, etc.
- Yellow bag: plastic or metal packaging (bags are available for free at most supermarkets)
- Glass trash (*Altglas*) as well as batteries, old furniture, clothes, etc. are collected at local points. Check out the locations: [www.stuttgart.de/abfall](http://www.stuttgart.de/abfall)

Please note that the waste separation system in other towns may vary from Stuttgart's system. Please inform yourself, e.g. at the town hall or ask your landlord or neighbors.



The Stuttgart market hall

### Organic and fair trade shopping

You may find organic, fair trade and regional food and other products in different places: Supermarkets where you can find fully organic food exclusively are for example *Naturgut* or *Alnatura*. Organic food, however, can also be found in normal supermarkets as an option among non-organic items. Stuttgart's weekly farmers' markets are a good place to buy fresh, local food nearby, check out where and on which days they are held: [www.stuttgarter-wochenmaerkte.de](http://www.stuttgarter-wochenmaerkte.de)

Almost all villages and towns offer such farmers' markets which are always held outside (often at the so-called *Marktplatz*). Doing your fresh food shopping at farmers' markets also helps to reduce the packaging used for food. You may also try out package-free shops, where you can buy food with your own-brought containers instead of single-use plastic (*Schüttgut*, *Tante.M*).

Visiting the market hall of Stuttgart (*Markthalle*) is also an experience you should not miss. Located in an Art Nouveau building in the heart of the city it offers a variety of regional and world-



On the Karlsplatz flea market you can discover little treasures every Saturday

wide specialities and organic goods: [www.markthalle-stuttgart.de/en](http://www.markthalle-stuttgart.de/en)

*SoLaWi* is a good option to support local, organic farmers by ordering a monthly box of organic, seasonal products from around Stuttgart: [www.solawis.de](http://www.solawis.de)

Fairtrade products can be bought at *Eine-Welt-Läden*. Such shops can be found in the city center at Charlottenplatz as well as in different districts of Stuttgart (Vaihingen, Botnang, Degerloch, etc.)

Food sharing networks are relatively new urban attempts trying to decrease the amount of food waste. Everyone can join local groups and eat still enjoyable food for free. Check out if there is a group or collection point in your neighborhood.

The café *Raupe Immersatt* at Hölderlinplatz offers saved food for free. Organic and local beverages are served at moderate prices.

Many places in Stuttgart offer reusable coffee-to-go cups for a small deposit. A map with all shops can be found at [www.stuttgart-machts-rein.de](http://www.stuttgart-machts-rein.de)



Second hand shops like Oxfam or *Sozialkaufhaus* offer very inexpensive clothing as well as all sorts of household goods. So does the weekly flea market on Karlsplatz ([www.flohmarkt-karlsplatz.de](http://www.flohmarkt-karlsplatz.de)). On the website [www.verschenkmarkt-stuttgart.de](http://www.verschenkmarkt-stuttgart.de) people give a lot of stuff away for free.

### MOBILE TELEPHONY

If you want to have a German mobile phone number, you can either close a contract and pay a monthly fee or buy a prepaid SIM card at a kiosk or super-market. In order to activate the card, you have to provide a German address. There are numerous online comparison sites that help you to find the best tariff either for a contract or a prepaid card.

### BANK ACCOUNT

If you come from a country which is a member of the Single Euro Payments Area (SEPA) you usually don't need an additional German bank account. Shops and employers are legally obligated to accept foreign SEPA accounts. SEPA includes all EU countries, Iceland, Liechtenstein, Norway, Switzerland, the United Kingdom, Andorra, Monaco, San Marino, and Vatican City (there are exceptions for some overseas territories).

You might want to open a German bank account if your home bank has only issued you a credit card. There

are still many shops that only accept debit cards, which is the standard card you get when opening a bank account here. A comprehensive comparison of German bank accounts can be found on the website of *Stiftung Warentest*: [www.test.de/girokonten](http://www.test.de/girokonten)

### MOBILITY IN STUTTART AND AROUND

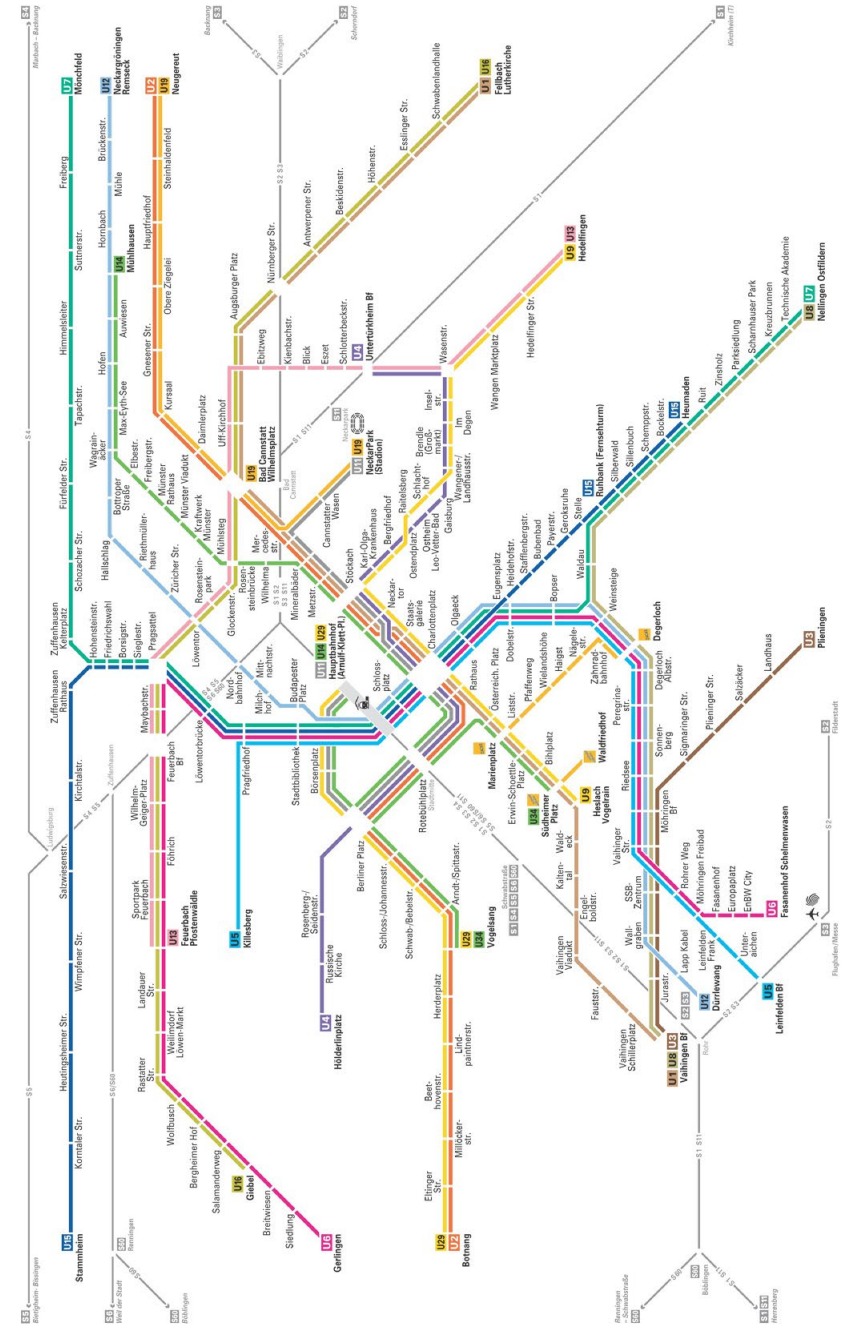
The city of Stuttgart offers with its mobility advice service *m-punkt* individual information on the best means of transport and route to get to your destination. It is located inside the tourist information and can be also reached by e-mail or phone.

Mobilitätsberatung Stuttgart "m-punkt"  
Königstraße 1A  
70173 Stuttgart  
Opening hours:  
Mon–Fri 10 a.m. – 5:30 p.m.  
Tel. +49 711 216-88900  
E-mail:

[mobilitaetsberatung@stuttgart.de](mailto:mobilitaetsberatung@stuttgart.de)  
[www.stuttgart.de/leben/mobilitaet/mobilitaetsberatung/privatpersonen.php](http://www.stuttgart.de/leben/mobilitaet/mobilitaetsberatung/privatpersonen.php)

### Public transportation

Stuttgart has a very good public transportation system. You can travel by *Regionalzüge* (regional trains), *S-Bahn* (commuter trains), *U-Bahn* (subway) or bus. Stuttgart and each neighbouring municipality around have their own



Stuttgart has a very well developed public transportation system (map shows only subways and regional trains)





transportation companies. But as they are cooperating through a common public transport association (**VVS**), uniform tickets and tariffs are valid throughout the whole network. There are several fare zones (*Tarifzonen*) and each zone travelled through requires a fee. Smartphone users can download the VVS app which can show train connections and delays in Stuttgart and its surrounding areas. You can also use the app to buy tickets.

There are a variety of different tickets available, starting with single, day, weekly, monthly up to annual tickets. Please check [en.vvs.de/tickets](https://www.vvs.de/tickets) for detailed information.

New citizens can travel free of charge in the VVS network for 14 days with a **14-Tage-SchnupperTicket**. This requires a stay of minimum six months and a minimum age of 18. When registering at the residents' registration office, ask for a coupon (*Gutschein*) for this trial ticket. It can be downloaded in the SSB ticket shop or the SSB Move app via the code printed on the coupon: <https://www.ssb-ag.de/kundeninfo/willkommen>

If you have a **student ID card** and have printed or downloaded the current VVS semester stamp at [www.uni-stuttgart.de/en/study/living-in-stuttgart/studiticket](https://www.uni-stuttgart.de/en/study/living-in-stuttgart/studiticket), you can travel for free

throughout the VVS network from Mon–Fri after 6 p.m. and all day on weekends and public holidays. For EUR 207 you can purchase an additional student ticket (**StudiTicket**) which allows you to travel 24/7 in the VVS network for six months ([en.vvs.de/tickets/studiticket](https://en.vvs.de/tickets/studiticket)).

University employees are entitled to purchase the **JobTicket BW**. This is an annual VVS ticket that is subsidized with EUR 25 per month by the state of Baden-Württemberg. It must be purchased through the website of the *Landesamt für Besoldung und Versorgung* (LBV), the institution which is responsible for paying the salaries of employees at the University of Stuttgart: [lbv.landbw.de/service/jobticket-bw](https://lbv.landbw.de/service/jobticket-bw). After you sign your working contract, the LBV will send you two letters, the first one containing a personalized registration link and a second one with a PIN code. You need to register within 30 days after receiving the PIN code. After installing your personal access to the LBV portal, visit [lbv.landbw.de/kundenportal](https://lbv.landbw.de/kundenportal), click “Start Kundenportal” and register with your e-mail and PIN code. Then choose “VVS” in the drop-down menu “Verkehrsverbund”, then “JobTicketBW” to order the ticket you wish to purchase.

There are regular ticket controls and a fine of EUR 60 has to be paid if no valid ticket can be presented. The fine

is reduced to EUR 7 if you present your monthly or annual ticket at one of the sales offices if it was valid on the day of control. Multiple fare evasion can result in a criminal charge.

### Driving a car

Foreign driver's licences must be converted to a domestic driver's licence after 6 months of residence. Depending on your country of origin, you may have to take tests or provide specific evidence. Holders of a licence from an EU or another EEA member state don't need a domestic licence but can convert it to such if they want. Please check the required documents and fees at the Stuttgart Driver's Licence Agency (*Führerscheinstelle*): [www.stuttgart.de/vv/leistungen/fuehrerschein-umschreibung-eines-auslaendischen-nicht-eu-fuehrerscheins-beantragen.php](https://www.stuttgart.de/vv/leistungen/fuehrerschein-umschreibung-eines-auslaendischen-nicht-eu-fuehrerscheins-beantragen.php)

If you want to bring your own car, you need to have liability insurance and part or full insurance cover. It is also important to register your car at the vehicle registration office (*KfZ-Zulassungsstelle*) if you plan to stay longer than 6 months: [www.stuttgart.de/vv/verwaltungseinheit/kfz-zulassungsstelle.php](https://www.stuttgart.de/vv/verwaltungseinheit/kfz-zulassungsstelle.php)

There are mandatory check-ups every 24 months (for new cars after 36 months) to confirm that your car is

technically safe and meets the official emission standards. These check-ups are offered by TÜV, DEKRA, KÜS or GTÜ.

Keep in mind that some Diesel cars may not be driven in certain parts of Stuttgart (for up-to-date information see [diesel-verkehrsverbot.stuttgart.de](https://diesel-verkehrsverbot.stuttgart.de)). There is also a limitation of parking options and it is necessary to put the *Umweltplakette* (environmental badge) on your car to label its pollutant class.

### Biking

Riding a bike is a good way to preserve the environment and keep healthy. There are different points around the city where you can easily rent bikes for a few hours. Also check out *Ebay Kleinanzeigen* for cheaper, already used bikes. The social project *Neue Arbeit* offers a bike repair service and sells or rents upcycled bikes:

[neuearbeit.de/index.php/angebote-fuer-kunden/konsum-und-service/fahrrad-service-stationen](https://neuearbeit.de/index.php/angebote-fuer-kunden/konsum-und-service/fahrrad-service-stationen)

Pay attention to the road traffic regulations and wear a helmet to be safe.

On principle, bikes are allowed on public transportation except for buses. On workdays, however, this is prohibited in the U-Bahn during rush hour from 6 a.m. to 8:30 a.m. and 4 p.m. to 6:30 p.m. If you wish to take your bike on



the S-Bahn, you have to buy a child's ticket for your bike from 6 a.m. to 9 a.m. (please check up-to-date information at [www.vvs.de/fahrradmitnahme](http://www.vvs.de/fahrradmitnahme))

There are many nice cycling paths around Stuttgart which are very inviting for bike tours on sunny days. You may check [www.vvs.de/radroutenplaner](http://www.vvs.de/radroutenplaner) or [www.komoot.de](http://www.komoot.de) to plan your tour.

### RegioRadStuttgart

Public bike sharing is available at 150 stations throughout the region of Stuttgart. Apart from regular bikes, there are also a smaller number of e-bikes and some cargo bikes available. If you have a polygoCard, the first 30 minutes to rent a regular bike are for free. Usually the polygoCard is used for VVS tickets, but it can also be ordered without buying a ticket.

[www.regioradstuttgart.de](http://www.regioradstuttgart.de)

### Keller 5 – die offene Fahrradwerkstatt

Keller 5 is a bicycle workshop for everyone. Feel free to come by!

- Tools and practical help for all common bicycle repairs
- Simple spare parts on donation basis
- Acceptance and repair of bike donations and transfer to refugees and other people in need

Schickhardtstr. 35-37, 70199 Stuttgart  
Opening hours: Tue & Thu 6:30 p.m. – 8:30 p.m.

[fahrradwerkstatt@freundeskreis-süd.de](mailto:fahrradwerkstatt@freundeskreis-süd.de)  
[fkreissued.wordpress.com/keller-5-die-offene-fahrradwerkstatt](http://fkreissued.wordpress.com/keller-5-die-offene-fahrradwerkstatt)

### Selbsthilfewerkstatt des ADFC Stuttgart

The German Cyclists' Federation (ADFC) is running a DIY workshop where you can repair your bike under qualified guidance for a small fee.

Rotebühlstraße 86 (courtyard),  
70178 Stuttgart  
[www.adfc-bw.de/stuttgart/selbsthilfewerkstatt](http://www.adfc-bw.de/stuttgart/selbsthilfewerkstatt)

### Vehicle sharing

Fortunately, you do not need to own a car to experience flexible mobility. There are different platforms for car sharing:

- Car2go (small, electrical cars)
- Stadtmobil (different cars, vans, etc)
- Getaround (private car rental)

If you have a longer journey to work, but do not own a car, **ride sharing** is a good opportunity. Private drivers share their car with other people. It is better for the environment, the traffic and saves money (*BlaBlacar*, *Besser Mitfahren*, *Fahrgemeinschaft*, etc.).

To avoid the stressful traffic in Stuttgart, you could also park your car in **"Park and ride"** stations outside of the city

center and switch to public transportation. This can be really helpful for people living outside of Stuttgart, but working in the city center.

### ACTIVITIES OUTSIDE CAMPUS

It is very popular in Germany to pursue one's interests in a club (*Verein*). There are more than 6,000 *Vereine* in Stuttgart, covering almost any topic you can imagine, from the ordinary soccer club through a laughing club up to the car racing team of the university. Most clubs are happy to welcome new members.

### EXPLORE THE CITY

The first contact point for any general and cultural information about Stuttgart and the region is the tourist information in front of the main train station:

Tourist Information "i-Punkt" Stuttgart  
Königstraße 1 A  
70173 Stuttgart  
Opening hours: Mon–Sat 10 a.m. – 6 p.m., Sun 10 a.m. – 4 p.m.  
Tel. +49 711-22280  
E-mail: [info@stuttgart-tourist.de](mailto:info@stuttgart-tourist.de)  
[www.stuttgart-tourist.de](http://www.stuttgart-tourist.de)



One of the great events the International Office is organizing to give you the opportunity to mingle with other expats and locals



There are a variety of magazines and websites that provide a lot of good tips and information about **events, concerts, movies, restaurants and bars**:

- [www.lift-online.de](http://www.lift-online.de)
- [www.lift-online.de/uni-tipp](http://www.lift-online.de/uni-tipp) (free university magazine)
- [prinz.de/stuttgart](http://prinz.de/stuttgart)
- [www.stuttgarter-zeitung.de/stadtkind](http://www.stuttgarter-zeitung.de/stadtkind)
- [geheimtippstuttgart.de](http://geheimtippstuttgart.de)
- [www.neckarperlen-blog.de](http://www.neckarperlen-blog.de)
- [cityguides.fb.com/guides/stuttgart-english](http://cityguides.fb.com/guides/stuttgart-english)

Are you an avid moviegoer? You should know that foreign movies are dubbed in Germany, so if you want to watch a movie in its original version Corso Cinema in Vaihingen is the place to go ([www.corso-kino.de](http://www.corso-kino.de)), for art-house films check out Arthaus Kino ([arthaus-kino.de](http://arthaus-kino.de)). In the meantime the big cinemas in the city center like Innenstadtkinos ([www.innenstadtkinos.de](http://www.innenstadtkinos.de)) or Cinemaxx ([www.cinemaxx.de](http://www.cinemaxx.de)) also show a limited selection of OV movies on specific days.

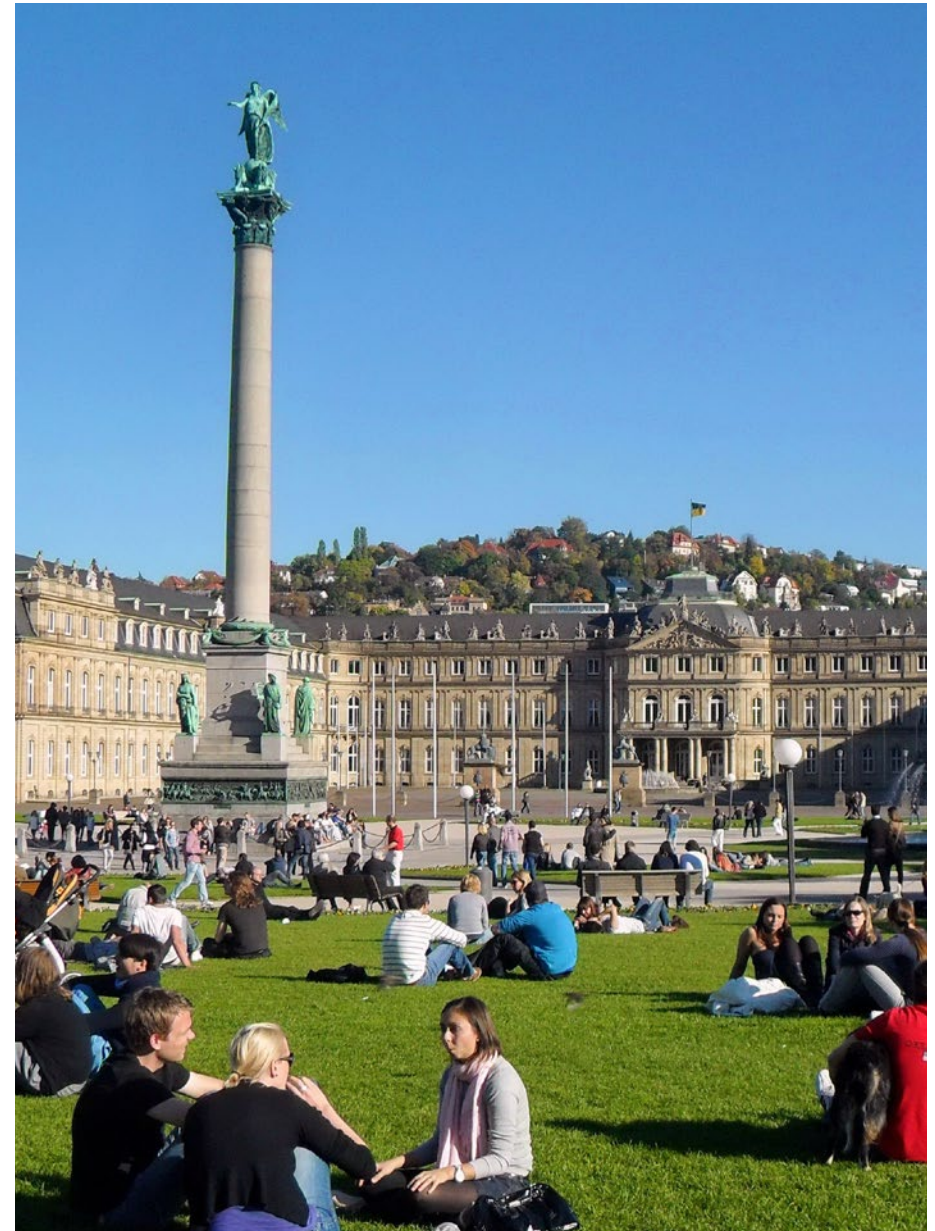
## SOCIALIZING

If you are new in a big city it is not always easy to find new friends and acquaintances. But thanks to Stuttgart's industry and universities there is a steady influx of new residents who are in the same situation. Therefore there are a couple of **regular meetups** where you can get to know foreigners or locals:

- Neu in Stuttgart (New in Stuttgart): weekly meetup of people who have started a new job in the city, [www.facebook.com/neuinstuttgart](http://www.facebook.com/neuinstuttgart)
- Couchsurfing Meetup Stuttgart: monthly meetup of international and German locals, [www.facebook.com/groups/cs.stuttgart.de](http://www.facebook.com/groups/cs.stuttgart.de)
- Stuttgart Expats, [www.facebook.com/groups/StuttgartExpatsMeetups](http://www.facebook.com/groups/StuttgartExpatsMeetups) & Expats & Locals, [www.facebook.com/groups/expatslocalsgroup](http://www.facebook.com/groups/expatslocalsgroup): regular meetup of expats in Stuttgart, there are also sub groups for hiking, biking, cooking, photography, etc.
- Meetup: platform to find or organize meetups for any topic, [www.meetup.com](http://www.meetup.com)
- [nebenan.de](http://nebenan.de): neighborhood platform to offer and get help or get rid of your stuff

To contact other international researchers of the University of Stuttgart make use of the **mailing lists for international researchers and doctoral candidates**:  
[international\\_scholars@listserv.uni-stuttgart.de](mailto:international_scholars@listserv.uni-stuttgart.de)  
[phd@listserv.uni-stuttgart.de](mailto:phd@listserv.uni-stuttgart.de)

The International Office also organizes social events and small outings for international and local researchers to get to know each other. Watch out for our e-mails or check the website of the Welcome Center for International Scholars: [uni-stuttgart.de/welcome-center](http://uni-stuttgart.de/welcome-center)



The Schlossplatz in the center of Stuttgart is a popular place to relax and meet friends after work



## Appendix

## Appendix

The University of Stuttgart's campus is divided into two major locations and several smaller areas.

### HOW TO REACH THE CITY CENTER CAMPUS BY PUBLIC TRANSPORTATION

Coming from the main station:

Take the subway to station "Börsenplatz" or the bus 40 or 42 to station "Katharinenhospital".

Coming from the airport:

The train stop is located directly beneath the airport. Just follow the signs marked with a green "S". Buy a ticket for two zones at one of the orange colored vending machines. Take the commuter train S2 or S3 (direction Schorndorf or Backnang) and get off at the station "Hauptbahnhof". Take either the subway to the station "Börsenplatz" or the bus 40 or 42 and get off at "Katharinenhospital".

### HOW TO REACH THE CITY CENTER CAMPUS BY CAR

Direction "Stuttgart Zentrum", "Hauptbahnhof Stuttgart", Friedrichstraße (B 27 direction "Tübingen"), Gateway Schellingstraße.

### HOW TO REACH THE VAIHINGEN CAMPUS BY PUBLIC TRANSPORTATION

Coming from the city center:

Take the commuter trains S1 (direction "Herrenberg"), S2 or S3 (direction "Flughafen" or "Filderstadt") from the stations "Hauptbahnhof", "Stadtmitte" or "Feuersee" and get off at "Universität".

Coming from the airport:

The train stop is located directly beneath the airport. Just follow the signs marked with a green "S". Buy a ticket for two zones at one of the orange colored vending machines. Take the commuter train S2 or S3 (direction "Schorndorf" or "Backnang") and get off at "Universität".

### HOW TO REACH THE VAIHINGEN CAMPUS BY CAR

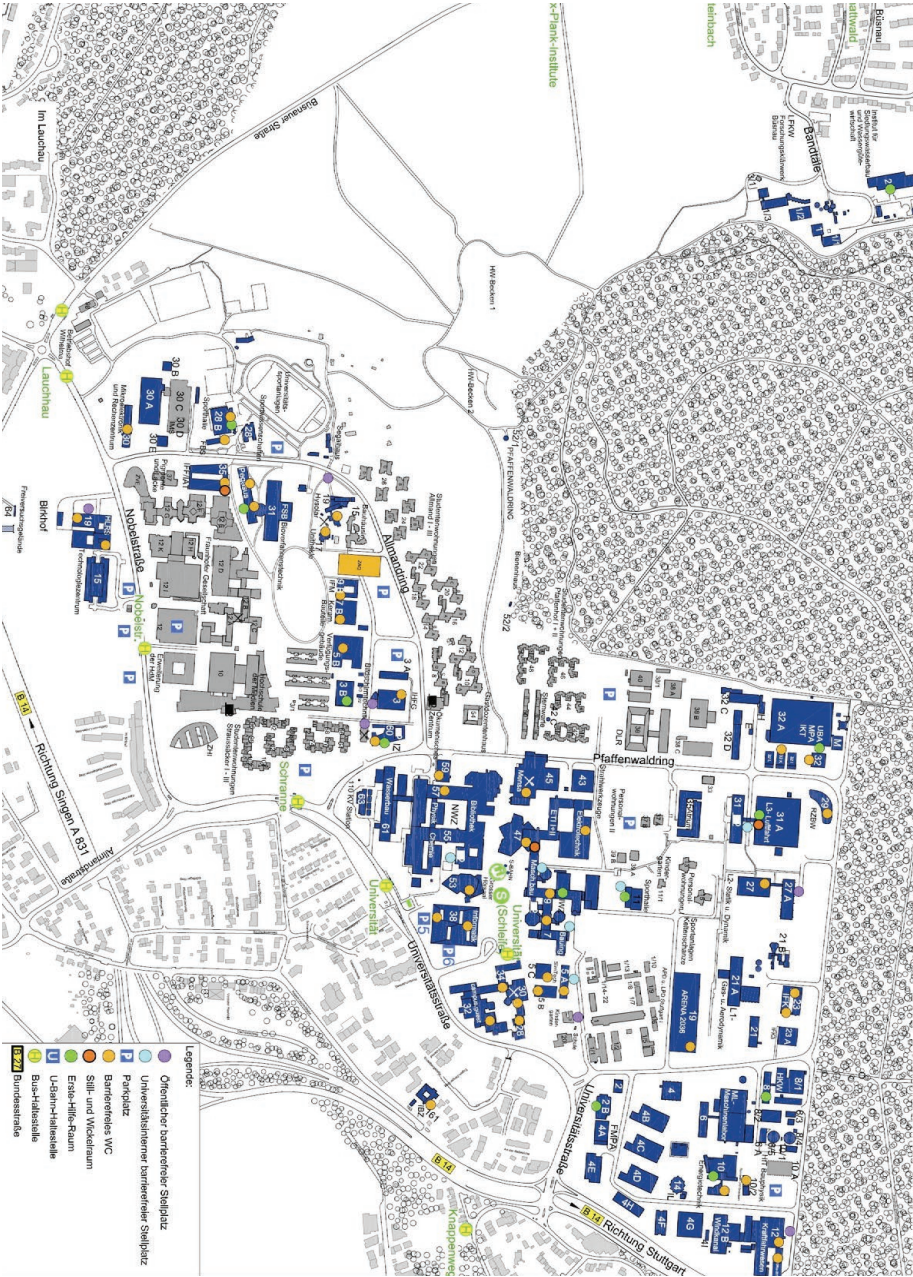
On the autobahn A8 (Munich-Stuttgart) get out at the exit "Stuttgart-Vaihingen", direction Stuttgart. Then take the second exit "Universität".



MAP OF THE CITY CENTER CAMPUS  
(CAMPUS STADTMITTE)



MAP OF VAIHINGEN CAMPUS



## HELPFUL LINKS FOR INTERNATIONAL RESEARCHERS IN GERMANY

Check out these websites for further information for international researchers planning or carrying out a stay at a German research institution or university:

[www.euraxess.de](http://www.euraxess.de)

[www.justlanded.com/english/Germany](http://www.justlanded.com/english/Germany)

[www.make-it-in-germany.com/en](http://www.make-it-in-germany.com/en)

[www.research-in-germany.org/en](http://www.research-in-germany.org/en)

[www.bamf.de/EN/](http://www.bamf.de/EN/)

[www.humboldt-foundation.de/en/](http://www.humboldt-foundation.de/en/)

[www.daad.de/en/study-and-research-in-germany/phd-studies-and-research/](http://www.daad.de/en/study-and-research-in-germany/phd-studies-and-research/)







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