Pre-departure Information

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

Winter Semester 2018/19
Dear student,

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

To help you prepare your departure, the University of Stuttgart’s International Office in cooperation with your Master’s program has prepared this Pre-departure Information for you. It contains information that you need BEFORE you actually travel to Stuttgart.

Visa

- Citizens of the non-EU countries Australia, Brazil, Canada, Honduras, Island, Israel, Japan, New Zealand, South Korea, Switzerland and the USA can enter Germany without a visa if they have a valid passport. They have to apply for a residence permit for studying at the Foreign Registration Office in Stuttgart after arrival.
- Citizens of EU countries, Lichtenstein and Norway need to bring a valid passport or national identity card to Stuttgart. They do not have to apply for a residence permit after arrival.
- Citizens of non-EU countries other than mentioned above must apply for a study visa at the German embassy or a consulate in their country of residence. Schedule an appointment as soon as possible since visa procedures may take up to six months. The study visa is usually issued for a period of three months. It must be changed into a residence permit for studying at any branch of the residents' registration office (Bürgerbüro) or at a Foreign Registration Office in Germany after arrival. To receive a visa you need a valid passport. Please check with the German consulate office to find out which additional documents you need (this might vary from consulate office to consulate office).

Further information can be found on our web site:

www.uni-stuttgart.de/en/study/international/visa/index.html

Accommodation

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

www.studierendenwerk-stuttgart.de/en/accommodation

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

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

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

Apply online at:

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

Use the instruction manual attached for your room application.

Mind the application deadline: June 15, 2018.
Late applications cannot be considered!

---

1 Applicants from China also have to get a certification of their documents from the APS office in Beijing (www.aps.org.cn). Please address APS if you are living in China or contact the German consulate office if you are living outside of China.
Please note:
The reservation period for Master’s students in the international Master’s programs starts on either September 1 or October 1 depending on the start of your program. Unlike regular students of the University of Stuttgart who are put on (long) waiting lists, students in the international Master’s programs are given priority by being offered a dormitory room from the start of their program. However, students in international Master’s programs cannot choose the dormitory they would like to stay in, since the allocation of rooms is based on availability. Please note that neither the International Office nor your Master’s program have any influence concerning which dorm room is offered to you.

Furthermore, there is no guarantee to get a room offer by the Studierendenwerk Stuttgart, as the number of rooms reserved for new students of the international Master’s programs is limited! Rooms get assigned according to the principle: “first come-first serve”.

As soon as the Studierendenwerk Stuttgart has assigned the rooms (approx. 4 – 6 weeks prior to the reservation period), they will send you a room offer by e-mail. This offer includes the rental contract, your hirer code, contact details of the person in charge at the Studierendenwerk Stuttgart as well as instructions on how to confirm the room offer from your side so that the contract becomes effective.

In order for the rental contract to become effective you must:

1. **Transfer a deposit of EUR 700 to the bank account of the Studierendenwerk Stuttgart.** Make sure to use the information (bank account details, hirer code, etc.) as provided. **Mind the deadline communicated by the Studierendenwerk Stuttgart for the transfer to arrive in their account!**
   Note that the EUR 700 deposit already includes EUR 300 for the first month’s rent while EUR 400 will be reimbursed at the end of your stay in the dormitory if there are no complaints about the status of your room.

2. **Sign the rental contract and fax or send it by regular post to the Studierendenwerk Stuttgart.**
   Do not send it by e-mail since this is not legally binding in Germany

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

**Private/temporary accommodation**

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

During your room search we recommend you to stay in one of the youth hostels or low-budget hotels in Stuttgart.

You can find many links and tips for **private** as well as **low budget** places under this link: [https://www.uni-stuttgart.de/en/study/living-in-stuttgart/housing/index.html](https://www.uni-stuttgart.de/en/study/living-in-stuttgart/housing/index.html)

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

**Intensive German**

Please note: this course is not compulsory for INFOTECH students.
The INFOTECH office offers students a German course during the semester. Please check the INFOTECH website for updates about when the course will be offered. Therefore, we recommend that students plan their arrival for October 1st.

The International Office offers an intensive German course:

- [www.uni-stuttgart.de/en/study/international/german-courses/intensive/#id-0980c020](http://www.uni-stuttgart.de/en/study/international/german-courses/intensive/#id-0980c020)

The course starts **September 3 - October 12, 2018**

Dates for the Intensive German course are subject to slight changes due to availability of lecture halls/rooms:

**Registration at the International Office and placement test**
- Date: Monday, Sept. 3

**Official welcome by the International Office**
- Date: Tuesday, Sept. 4

**Introduction to the intensive German course**
- Date: Wednesday, Sept. 5

**Session: Important advice about living & studying in Stuttgart**
- Date: Thursday, Sept. 6

**Start of German language classes**
- Date: Friday, Sept. 7
  (Mon - Fri: 8:30 am—1:45 pm or 2 pm—7:15 pm)

**Final exam and end of German language classes**
- Date: Friday, Oct. 12

Please note:
Attendance is mandatory at all these events otherwise students will not be able to take up the course!

A schedule will be handed out upon arrival in Stuttgart at the International Office.

The international buddy program ready.study.stuttgart aims to support you during your start here in Stuttgart. Our buddies will welcome you at the terminal, help you to buy a ticket for the public transportation and show you which train you need to take in order to get to your accommodation. On campus (Vaihingen) you will be also welcomed by a buddy team. One of the buddies may accompany you to your accommodation on request.

Additionally, you can register for the guidance on formalities. One buddy will explain to you and other international students how to open a bank account, deal with the health insurance and to register with the residence registration office.

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

Please register at least 3 weeks prior to your arrival:

- [www.uni-stuttgart.de/en/study/international/ready-study-stuttgart/pick-up/](http://www.uni-stuttgart.de/en/study/international/ready-study-stuttgart/pick-up/)
Bring along with you

- A letter of admission of the University of Stuttgart (printed version of the C@MPUS download)
- Originals of your certificates (school leaving certificate, B.Sc. degree certificate, transcript of B.Sc. studies, language certificate IELTS or TOEFL, ...). Students who have received conditional admission only need to bring the certificates which are still missing.
- EU citizens: a valid passport or valid national identity card
- Non EU citizens: a valid passport and if applicable (see above): study visa issued by German consulate office and also proof of sufficient financial resources, e.g. bank statement or proof of a scholarship. The minimum amount (usually) required by the German consulate and Foreign Registration Office for one year amounts to: EUR 720/month for 12 months = EUR 8640 per year. Sufficient funds can be proven by e.g. a blocked account that you have already opened at a German bank in your home country, a formal obligation signed by a person living in Germany, a bank statement of the checking account that you need to open at a German bank after arrival showing sufficient credit, or a scholarship letter (issued in German or English)
- Participants of the intensive German course: the confirmation received via e-mail (printout)
- Rental contract send by the Studierendenwerk (printout)
- A proof of health insurance
  - EU citizens: European Health Insurance Card (EHIC)
  - Non-EU citizens: private travel insurance for the period Sept. 1 – Oct. 31, 2018 After enrolment non-EU citizens under 30 years of age should carry a German statutory health insurance while non-EU citizens who are 30 years of age or older must take out a private insurance meeting Germany standards (preferably based in Germany). Detailed information will be provided by the International Office upon arrival.
  - Important note: In case you need to purchase private health insurance and you know that you have a chronic disease e.g. asthma, diabetes, stomach ulcer, chronic headaches -> migraine etc. it will be necessary that you purchase an insurance from your home country which will cover for it, since treatment of pre-existing chronic diseases is excluded with all private health insurances in Germany. If you have doubts, please contact the International Office.

Items of practical use

- If you are moving into a student dorm of the Studierendenwerk Stuttgart then please remember that the first moving-in day is September 3 or October 1. You can get the dorm key only during the office hours of the caretaker (Hausmeister) of your dorm. The office hours will be indicated in your housing information from the Studierendenwerk Stuttgart.

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

☑ Make sure you have **enough money** available (e.g. for the
semester contribution approx. 170 EUR, the tuition fee for non EU
students 1500 EUR, for your rent, the public transportation pass for
September about 60 EUR inner city or 160 EUR whole metropolitan
area, the public transportation pass for the winter semester 270
EUR, other incidentals i.e. food and drink 200 EUR, compulsory
broadcasting fee, health insurance

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

☑ You will also need some **small change** (about 5 EUR) for public
transportation from the airport/ train station to the Vaihingen
campus or city center.

☑ Do not forget to bring along **clothing for rainy and cold weather.**

☑ Think about any **medicine** you might need to take regularly or
even a second pair of glasses, as they are very expensive in
Germany.

☑ For all electrical appliances, you will need a 220 volt adapter.

---

**Arrival**

**Students arriving in September:**

Please make sure to arrive on:

**Monday, September 3, 2018:**
Arrival, moving into your dorm room, registering with the
International Office, picking up your Welcome Package, settling
formalities.

**If you move into a student dormitory:**

1. Go to the office of the caretaker (**Hausmeister**) of your dorm.
   Please mind the office hours (see housing information)!

2. Move into your dorm room.

3. Go to the International Office (**IZ**). All students will receive a
   Welcome Package with information about the formalities
   and a detailed program about the following days. During
   some information sessions in small groups we go through
   all the formalities and help you with the authorities
   (guidance on formalities).

**Students arriving in October:**

If your program starts at the same time as the lecture period of the
winter semester 2018/2019 (October 15, 2018), you should arrive no
later than **October 8** since you need some time to comply with
particular formalities. The first possible day to move into your dorm
room if you have booked it from October on will be **October 1**.
Attention: October 3rd is a national holiday (no moving in, all shops
and banks are closed).
International Office

Regular office hours of the International Office at the Internationales Zentrum (IZ):

<table>
<thead>
<tr>
<th>Mon - Fri</th>
<th>10 am—12 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon + Wed</td>
<td>1:30 pm—4 pm</td>
</tr>
</tbody>
</table>

Contact for students in international Master’s program:
Svenja Wübker and Katja Jenkner

Universität Stuttgart
International Office - Internationales Zentrum (IZ)
Pfaffenwaldring 60 (Vaihingen Campus),
Upper Floor

70569 Stuttgart
Phone +49 (0)711 685-685 66
📧 incoming.graduate@ia.uni-stuttgart.de

Additional office hour during the arrival week in September/October will be announced:
🌐 www.uni-stuttgart.de/en/study/counseling/international/directions/

Academic calendar

The academic year at our university is divided into two semesters, the winter and the summer semester. The winter semester always lasts from October 1 until March 31 and the summer semester from April 1 until September 30. The exact dates of the lecture period, when classes take place, vary slightly each year. The classes of the winter semester usually start mid-October and finish in the second or third week of February, the classes of the summer semester start in the first or second week of April and end in the second or third week of July. In the lecture-free period in between, many examinations and block courses take place. Therefore, check the dates for examinations and block courses before you plan to leave Stuttgart for holidays or for any other reason.

**Winter semester 2018/19**
Classes start: October 15, 2018
Classes end: February 9, 2019
Christmas break: December 22, 2018 – January 6, 2019

**Summer semester 2019**
Classes start: April 8, 2019
Classes end: July 20, 2019
Break for Pentecost: June 11 – June 15, 2019