

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

The Office of International Affairs would like to facilitate the online application for visiting program students and students of the International Master's Programs. Please follow the steps according to our instructions:

1) You'll find the application form here:

<https://www.studierendenwerk-stuttgart.de/en/onlinebewerbung-wohnen>



The screenshot shows the top navigation bar with categories: Accommodation, Loans & Insurance, and Legal Advice & Social Advice. Below this is a secondary navigation bar with options: Halls of residence, Online Application (highlighted), Tenant Portal, Short-term rent, and International Student Hotel. The main heading is "Online Application" with a sub-heading "Here you can apply for a room in one of our hostels". There is a blue circular icon of a bed to the right. Below the heading, there is a small instruction text and two links: "Wie bewerbe ich mich online? – Anleitung deutsch" and "How to apply online? – Manual english".



The screenshot shows the header of the application form. It includes the text "Application for admission" and a language selector set to "English". Below this is a blue bar with the text "Please complete application fully".

2) You are required to select **Vaihingen Campus** ("Stuttgart-Vaihingen") no matter where you actually would like to stay.

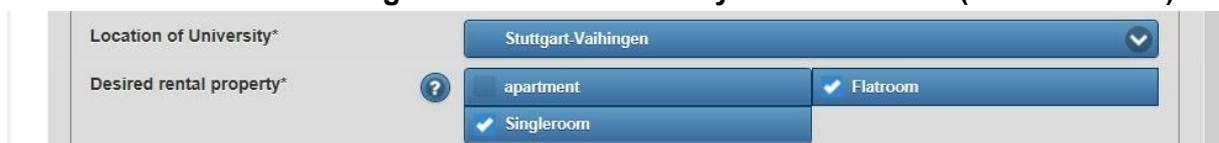


The screenshot shows a dropdown menu for "Location of University*". The menu is open, showing the following options: Esslingen, Göppingen, Ludwigsburg, Stuttgart-Mitte, and Stuttgart-Vaihingen. The option "Stuttgart-Vaihingen" is highlighted in blue.

3) Select the type of housing.

Singleroom means single room in a hallway with up to 10 rooms ("Einzelzimmer").

Flatroom means single room in a community of 3 to 5 rooms ("WG-Zimmer").



The screenshot shows the form for selecting the type of housing. It includes a dropdown menu for "Location of University*" set to "Stuttgart-Vaihingen". Below this is a section for "Desired rental property*" with a question mark icon. There are two options: "apartment" and "Singleroom" (checked). To the right, there is a checkbox for "Flatroom" which is also checked.

4) Select the dormitory you would prefer to live in.

Available choices of our student residences*

- Alle Einzelzimmer in Stuttgart-Vaihingen
- Alle WG Zimmer in Stuttgart-Vaihingen
- x Allmandring II (example)**

Please note, there is **no guarantee** that you will be allocated the dormitory you have chosen. Apartments are not available for you. You should select either “*all single rooms in Vaihingen*”, “*all flat rooms in Vaihingen*” or both options.

Alle Einzelzimmer in Stuttgart-Vaihingen	⇒ Single room	take as 1st priority*
Alle WG Zimmer in Stuttgart-Vaihingen	⇒ Flat room	take as 2nd priority*
Allmandring I	direct choice of dormitory > 3rd priority (or leave empty)	
Allmandring II	direct choice of dormitory > 3rd priority (or leave empty)	
Allmandring III	direct choice of dormitory > 3rd priority (or leave empty)	
Bauhäusle - (not available)		
Filderbahnplatz	⇒ Located in Stuttgart-Möhringen !	
Pfaffenhof I	direct choice of dormitory > 3rd priority (or leave empty)	
Pfaffenhof II	direct choice of dormitory > 3rd priority (or leave empty)	
Straußacker II	direct choice of dormitory > 3rd priority (or leave empty)	
Straußacker III	direct choice of dormitory > 3rd priority (or leave empty)	
Straussaecker I	direct choice of dormitory > 3rd priority (or leave empty)	

(* our recommendation to be on the safe side)

5) Select the University of Stuttgart:

University* ? Universität Stuttgart

6) Rental contract: Please select the desired semester and fill in the moving-in date
Rental begin in September or March: use the option “*in the current semester for...*” and then the calendar function. You are expected to rent the room for 6 or 12 months (see step 7).

Desired date of moving in* ? In the current semester for... ▼

01/03/2016

March 2016						
Su	Mo	Tu	We	Th	Fr	Sa
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Rental begin in October or April: use the option “*Wintersemester / Sommersemester – zum ...* “.You are expected to rent the room for 5 or 11 months (see step 7).

Desired date of moving in* ? Sommersemester 2016 - zum 01.04.16 ▼

01/04/2016

Desired date of moving in* ? Wintersemester 2016/2017 - zum 01.10.16 ▼

01/10/2016

7) Duration of your rental contract: Fill in the number of months (step 6)

Desired term of lease* ? 5 (example) Months

8) Fill in your personal data:

Personal data

FamiIyname*

First name*

Date of birth* 

Sex*

9) Fill in your family status (accommodation for couples or families is not available on campus for program students):

Family Status*  (example) 

Name of marriage partner leave empty if married

Number of children leave empty if married

10) Fill in your citizenship:

Nationality* (example) 

11) It is very important that you fill in an e-mail address you check regularly because you will receive further information by e-mail:

E-mail address* 

Repeat e-mail*

**12) Data about study course - For "Program" please select from the given options the following program: "Overseas"
Number of terms: Please fill in "1".**

Data about the study course

Program  

Number of Terms

13) Permanent home address and your address during your present term:

Home address

Street home address*

ZIP/City Home address*

Home country* (example) 

Mobile phone*

Address (termtime)

Street (termtime)

ZIP/City (termtime)

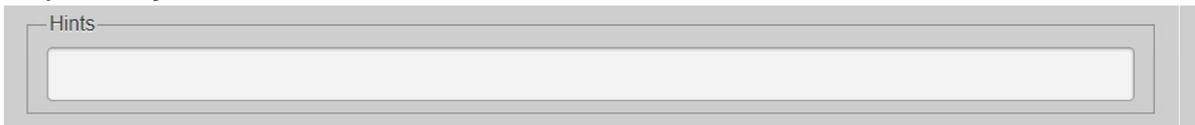
Country (termtime) (example) 

Phone No (termtime)

14) Please attach a scan of your passport. Concerning the requested enrollment paper: You can either upload your certificate of enrolment or your letter of admission. If it is not available it can be handed in after your arrival in Stuttgart. The maximum size for each uploaded file is 500 KB.



15) For any comments use the “hints” field:

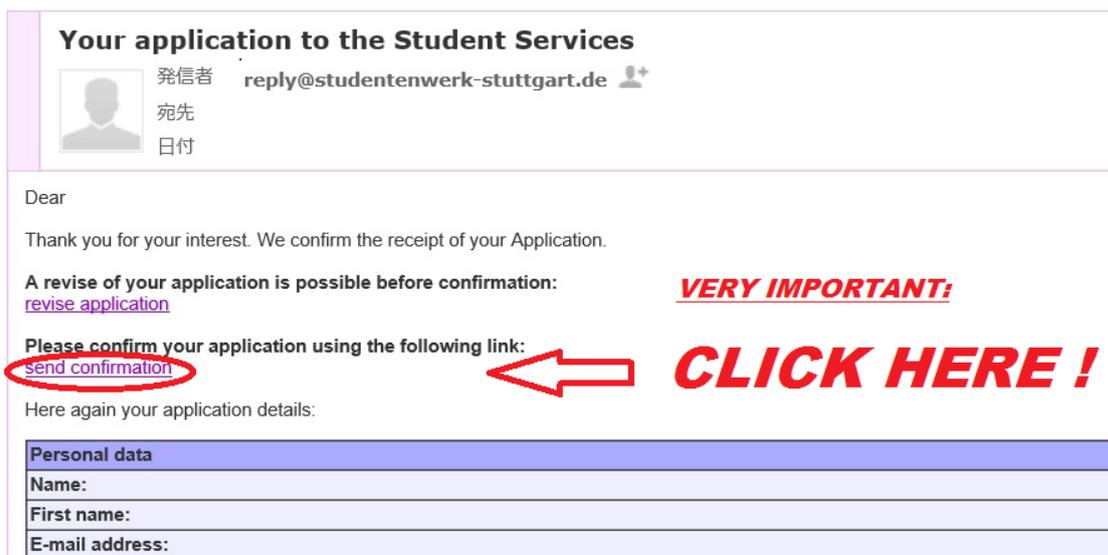


16) Enter the security code and select “I hereby confirm all information... is true”



17) Click on “Send” button

18) You will receive an email message from the Studierendenwerk Stuttgart similar to this one:



Your application to the Student Services

発信者 reply@studentenwerk-stuttgart.de
宛先
日付

Dear

Thank you for your interest. We confirm the receipt of your Application.

A revise of your application is possible before confirmation:
[revise application](#)

Please confirm your application using the following link:
[send confirmation](#)

Here again your application details:

Personal data
Name:
First name:
E-mail address:

Don't miss to confirm your application (“confirm application”) in order to complete the reservation for your dorm room. Any application that does not get confirmed by the applicant will be deleted again!



As a result you will receive this notice:

Confirmation of your application for a room in a hall...

Your application for a room in a hall of residence has already been confirmed and has been forwarded to the accommodation administration

19) Several days later the Studierendenwerk is going to send you by email an interim notice (confirmation about the receipt of your application). In case of further correspondence with the Studierendenwerk Stuttgart or the International Office of the University of Stuttgart you should refer to the hirer ID ("Mieternummer") which you can find in this interim notice.

20) The final booking confirmation comes as a so-called "Angebot (Offer)". This consists of the following documents:

- details about the room, information what to bring with you at the move-in day, about the necessary deposit / prepayment of rent and the bank data of the Studierendenwerk Stuttgart for the transfer of the requested amount
- rental contract: to be sent back by postal mail (students from Europe) or by fax (non-European students).
- a form for the direct debit mandate: to be handed to the dorm's care taker immediately after you opened a personal checking account ("Girokonto") in Stuttgart
- the terms of lease.

Important: After having received the "Angebot" you need to transfer the amount requested by the Studierendenwerk Stuttgart immediately. If the Studierendenwerk does not receive this money within the mentioned period, it will be assumed that you are not interested any longer in a dormitory room.

Details for moving-in will be sent to you after the Studierendenwerk received your money.

If you have any questions please contact:

wohnen@sw-stuttgart.de