

University of Stuttgart
Germany

WELCOME GUIDE

for international students
2022 / 2023

Supported by
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of the Federal Foreign Office

DAAD

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International Office

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Due to the corona situation, some information is subject to ongoing changes. Contents with such information are only issued in our **online Welcome Checklist**.

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Welcome to Stuttgart

Dear student

Your studies abroad begin – an exciting and due to the pandemic challenging time! You surely have a thousand questions going through your mind ...

Start by reading this brochure, visit our online information sessions and then tackle the formalities one by one with the help of our **Welcome Checklist** which you will find online. Soon you will find your way around on campus, make new friends, and explore Stuttgart and surroundings with pleasure.

Please remember that we collect all information that is subject to ongoing changes in our **Welcome Checklist**. Thus we can always keep you up to date. If you have any difficulties during your stay please do not hesitate to contact us.

Together we will find a way!

We wish you a pleasant and rewarding stay in Stuttgart!

Your International Office team at the IZ



Welcome Checklist

Please note:

Some information given in this brochure are only valid for certain groups of students and will be marked by



Especially pay attention to the distinction between:

Degree students aiming to complete a degree at the University of Stuttgart (for Bachelor's, Master's and Double Master's students)

TestDaF students attending the German course for study preparation

Exchange students staying in Stuttgart for one or two semesters within a special program, e.g. Erasmus students from our EU partner universities and from partner countries, Erasmus Mundus students or overseas students from our non-EU partner universities.



● International Office at the IZ

[Dezernat Internationales im Internationalen Zentrum]

Internationales Zentrum (IZ)
Campus Vaihingen Pfaffenwaldring 60
70569 Stuttgart
uni-stuttgart.de/io-counseling

International Student Services

Floor 1, Tel. 0711 685-68566
E-mail: incoming@ia.uni-stuttgart.de
Office hours at the IZ:

Mon 2 p.m. - 4 p.m., Tue 10 a.m. - 12 p.m.
Wed 2 p.m. - 4 p.m., Thu 10 a.m. - 12 p.m.
Online office hours (access see QR code):
Mon 10 a.m. - 12 p.m.
Wed 10 a.m. - 12 p.m.



Office hours

Services:

- First point of contact for support upon arrival
- Advice regarding visa affairs (entrance visa, residence permit)
- Information and advice concerning studies and life in Stuttgart
- Leisure programs
- Cooperation with international student organizations
- Financial aid/scholarships for degree students
- Information on health insurance

Contact persons for degree students:

Ms. Kerstin Glaser

Tel. 0711 685-68608

e-mail: glaser@ia.uni-stuttgart.de

- Degree students
- TestDaF students

Dr. Andreas Riffel

Tel. 0711 685-68557

e-mail: riffel@ia.uni-stuttgart.de

- Head of Department
- Degree students

Ms. Svenja Wübker

Tel. 0711 685-68570

E-mail: wuebker@ia.uni-stuttgart.de

- Degree students
- TestDaF students
- Students in international Master's programs

Contact persons for exchange students, Erasmus Mundus students and freemovers:

Ms. Marion Hanssen

Tel. 0711 685-68552

E-mail: hanssen@ia.uni-stuttgart.de

- International Double Master's students
- DAAD scholarship holders and freemovers
- Buddy program ready.study.stuttgart

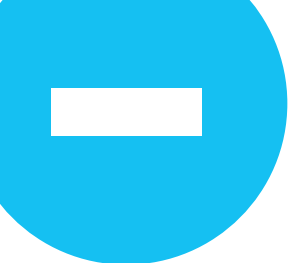
Ms. Rebecca Schwenger

Tel. 0711 685-68571

E-mail: schwenger@ia.uni-stuttgart.de

- Exchange students from overseas (Africa, America, Asia, Australia, all non-EU countries except for those of the Erasmus programs)





Ms. Larisa Petrescu

Tel. 0711 685-68545

E-mail: petrescu@ia.uni-stuttgart.de

- Erasmus students
- Erasmus worldwide students
- Erasmus Mundus students
- Buddy program ready.study.stuttgart

German Courses

The Department of German courses of the International Office organizes German language courses for certain groups of international students.

uni-stuttgart.de/io-german-courses

Secretariat floor 0, room 0.008,
Tel. 0711 685-68585

E-mail:

german.courses@ia.uni-stuttgart.de

No office hours until further notice,
please send an e-mail

Services:

- Preparatory German courses (TestDaF for degree students)
- Information about the examination TestDaF
- Organisation of short-term language programs for exchange students (winter/summer university, etc.)
- Intensive and extensive German courses for students in international study programs and exchange programs

Contact persons:

Dr. Olaf Moritz, room 0.004

Tel. 0711 685-68562

E-mail: moritz@ia.uni-stuttgart.de

No office hours until further notice,

please send an e-mail

- Head of department
- German courses (TestDaF)
- Information for TestDaF examinations

Mr. Francesco Cucinotta, room 0.008

Tel. 0711 685-68565

E-mail: cucinotta@ia.uni-stuttgart.de

No office hours until further notice,
please send an e-mail

- Exchange students
- Erasmus Mundus students
- Double Master's students

Dr. Karin Herrmann, room 0.010

Tel. 0711 685-68564

E-mail: herrmann@ia.uni-stuttgart.de

No office hours until further notice,
please send an e-mail

- Students in international Master's programs in certain Master's programs

Intercultural Mentoring Program

During their studies in Germany, international degree students (mentees) are supported by a student in a higher semester (mentor).

uni-stuttgart.de/io-intercultural-mentoring

Floor U, room 0.018, Tel. 0711 685-68555

E-mail: mentoring@ia.uni-stuttgart.de

No office hours until further notice,
please send an e-mail

Services for mentees:

- Support with the organization of studies and with academic questions
- Free courses on different subjects offered by student tutors



- Information about German culture and leisure activity program, e.g. excursions, sport activities and parties.



Contact persons:

Ms. Anu Dohna

Tel. 0711 685-68666



Ms. Claudia Schubert

Tel. 0711 685-68555



Ms. Sarah Walz

Tel. 0711 685-68666

● Admissions Office - Application, Admission, Enrollment

[Bewerbung, Zulassung, Einschreibung]

Haus der Studierenden, Pfaffenwaldring 5c, 70569 Stuttgart, 1st floor

Contact hours:

Wed 1 p.m. - 3.30 p.m.

Telephone consultation hours:

Mon 1:30 p.m. - 3:30 p.m. and

Tue 10 p.m. - noon

Online office hours: Fri 10 a.m. -11 a.m.

Tel. 0711 685-83644

Contact form:

www.uni-stuttgart.de/en/study/contact/

Services:

- All formalities related to your application to the University of Stuttgart

(i. e. admission, enrollment, re-enrollment and exmatriculation), further information: www.uni-stuttgart.de/en/study/application/admissions-office/

● Servicepoint Stadtmitte (Campus City Center)

Currently closed!

Common branch office of the International Office, the Admissions Office, the Examination Office and Student Counseling Office (ZSB) on the Campus City Center, Geschwister-Scholl-Str. 24c, ground floor, 70174 Stuttgart
Office hours: as soon as the Servicepoint Stadtmitte will be reopened the office hours will be published on our website

● Information for students with disabilities

The University of Stuttgart supports students with disabilities or chronic illness. They can e.g. claim an extended examination period or certain forms of examinations and use specific workstations in the library. For further information please refer to the Commissioner at the University of Stuttgart:

- **Ms. Sigrid Eicken**, e-mail: studium-mit-handicap@uni-stuttgart.de
Tel. 0711 685-82531,
uni-stuttgart.de/handicap

Contact person at the Studierendenwerk Stuttgart:

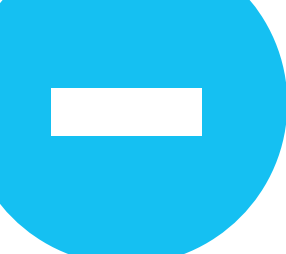
- **Mr. Ronald Friedrich**, e-mail:



Admissions Office




Admissions Office
contact form



sozialberatung@sw-stuttgart.de
Tel. 0711 4470-1059
www.studierendenwerk-stuttgart.de/en/counselling/studying-with-a-disability/

● Legal advice



On behalf of the Student Services [Studierendenwerk Stuttgart] a lawyer offers first legal advice for students free of charge. Appointments by phone or e-mail only:

Mr. Tobias Grösche

E-mail: rechtsberatung@sw-stuttgart.de

Tel. 0711 4470-1247

www.studierendenwerk-stuttgart.de/en/counselling/legal-advice/

● Important emergency numbers

Call 112 for ambulance, police and fire department.

The number can be **called free of charge** from all phones.

Emergency Medical Service in Stuttgart
at the Marienhospital Stuttgart

Mon–Thu 7 p.m.–1 a.m., Fri 2 p.m.–1 a.m.,
Sat, Sun and holidays 7 a.m.–1 a.m.

Böheimstr. 37, 70199 Stuttgart,
Tel. 0711 6489-0

Further information on medical care see
p. 29

Emergency on campus – please contact
police via 112 and the university's control
room Vaihingen Tel. 0711 685 64001

Police station

- Revier Vaihingen/Möhringen/Degerloch
Balinger Str. 31, 70567 Stuttgart-
Möhringen, Tel. 0711 8990-3400
- Polizeiposten Vaihingen
Robert-Leicht-Str. 15, 70563 Stuttgart-
Vaihingen, Tel. 0711 8990-8440
- Polizeirevier Innenstadt (24 h)
Theodor-Heuss-Str. 11, 70173 Stuttgart,
Tel. 0711 8990-3100

Security service (Campus Vaihingen and
Möhringen)

Patrolling the student dorms during the
night, can be

called on account of disturbances of
peace

Tel. 07032 99 20 25

Loss of EC card or credit card

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

Lost property department of Stuttgart

Hauptstätterstr. 66, 70178 Stuttgart

E-mail: fundsachenstelle@stuttgart.de

Mon–Fri 8:30 a.m.–1 p.m. and Thu

2 p.m.–6 p.m.

Tel. 0711 216-89494

Lost property department of SSB Stutt- garter 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. 0711 7885-3333

Lost property department of [DB Deutsche Bahn] and [S-Bahn]

The lost property office is located at the main railway station
(right beside platform 1)

E-mail:

fundbuero.dbag@deutschebahn.com

Mon–Fri 8 a.m.–8 p.m.,

Sat–Sun 10 a.m.–8 p.m.

Tel. 0900 1990 599

<http://en.vvs.de/lost-property/>

Lost property within the University of Stuttgart

Campus City Center:

Keplerstr. 11, 70174 Stuttgart

E-mail:

zentralerservice-m@verwaltung.uni-stuttgart.de

Tel. 0711 685-84000

Campus Vaihingen:

Pfaffenwaldring 55, 70569 Stuttgart

E-mail:

zentralerservice-v@verwaltung.uni-stuttgart.de

Tel. 0711 685-64000

Loss or theft of your passport

Should your passport have been lost or stolen, you must report it to the Foreign Registration Office. 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 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 note:

In case you are in trouble, please contact the IZ immediately!



Accommodation in Stuttgart



Welcome Checklist

● Getting started Checklist

see **Welcome Checklist:** uni-stuttgart.de/io-checklist

● Temporary accommodation in Stuttgart

If you are not able to immediately move into a student dormitory or private room, we recommend you to stay in a hostel or low-budget hotel.

- **Internationales Studierendenhotel**
Neckarstr. 172,
Tel. 0711 414300
E-mail: studi-hotel@sw-stuttgart.de
www.studierendenhotel-stuttgart.de
From the main station take U 14 (direction Mühlhausen) and get off at Stöckach.
- **Jugendherberge Stuttgart International**
Haußmannstr. 27,
Tel. 0711 6647470
E-mail: info@jugendherberge-stuttgart.de
www.jugendherberge-stuttgart.de
From the main station take U 15 (direction Heumaden), get off at Eugensplatz.
- **Jugendherberge Stuttgart Neckarpark**
Elwertstr. 2, Bad Cannstatt,
Tel. 0711 6647470
e-mail: info@jugendherberge-stuttgart-neckarpark.de,
www.jugendherberge-stuttgart-neckarpark.de
Right next to the train station Bad

Cannstatt (S1, S2, S3)

- **Jugendgästehaus**
Richard-Wagner-Str. 2–4 a
Tel. 0711 241132,
E-mail: jgh-stuttgart@ib.de
www.ib-jugendgaestehaus-stuttgart.de
From the main station take U 15 (direction Heumaden), get off at Bubenbad.
- **Hostel Alex 30**
Alexanderstr. 30
Tel. 0711 838895-0,
e-mail: info@alex30-hostel.de
www.alex30-hostel.de
From the main station take U 5, U 6, U 7, U 12 or U 15, get off at Olgaek.
- **a & o Hostel Stuttgart City**
Rosensteinstr. 14/16,
Tel. 0711 25277400
<https://www.aohostels.com/en/stuttgart/stuttgart-city/>
From main station take U 12 (direction Neckargröningen/Remseck), get off at Milchhof

● Student housing

Dormitories for students studying at one of the universities in Stuttgart are located in Stuttgart downtown, Vaihingen and Möhringen. They are managed by the Student Services [Studierendenwerk Stuttgart] and the VSSW. Provided you are not older than 30, you can apply online for a dormitory room: www.studierendenwerk-stuttgart.de/onlinebewerbung-wohnen

 **Exchange students** receive further infor-

mation from their advisors at the International Office since the IO reserves dorm rooms for them.

However, you have to anticipate an unpredictable waiting period from one up to twelve months.

Studierendenwerk Stuttgart (head office),
Rosenbergstr. 18, Tel. 0711 4470-1247 E-mail: info@sw-stuttgart.de,
www.studierendenwerk-stuttgart.de

Branch office Vaihingen: Allmandring 3 c

The following dormitories are located on Campus Vaihingen:

- Allmandring II: Allmandring 24, 70569 Stuttgart
- Allmandring III: Allmandring 26, 70569 Stuttgart
- Straußäcker II: Universitätsstr. 104, 70569 Stuttgart
- Straußäcker III: Allmandring 3, 70569 Stuttgart

From Stuttgart airport take S-Bahn 1, 2 or 3 (direction Kirchheim, Schorndorf or Backnang), get off at Universität, take the exit Universitätszentrum. Follow the signs to Studentisches Wohnen.

Please find below the addresses of the student dormitories located downtown and in the town districts of Möhringen and Untertürkheim.

Tip:

The best way to find information on how to get there is by visiting www.vvs.de or by using the apps of VVS or SSB.



- Filderbahnplatz: Filderbahnplatz 31-37, 70567 Stuttgart
- In der Au: In der Au 16, 70327 Stuttgart
- Rosensteinstraße: Rosensteinstr. 1, 3, 5, 70191 Stuttgart
- Heilmannstraße: Heilmannstr. 3-7 and Heilmannstr. 4, 70190 Stuttgart

You can find the addresses of the caretakers' offices [Hausmeisterbüros] and their phone numbers on the websites of these dormitories. Just go to

<https://www.studierendenwerk-stuttgart.de/en/accommodation/dormitories/>

You will also find there all other dormitories of Studierendenwerk Stuttgart.

VSSW office

Pfaffenwaldring 50 a, Tel. 0711 25 08 55 51, E-mail: info@vssw.de, <http://vssw.de/en>.

Arrange an appointment by telephone. The following student dormitories are located on Campus Vaihingen:

- Allmandring I: Allmandring 8-22, 70569 Stuttgart
- Pfaffenhof I, Pfaffenwaldring 42-48, 70569 Stuttgart
Hausmeister: Tel. 0175 249 85 64 oder 0175 115 91 61.
- Pfaffenhof II, Pfaffenwaldring 50, 70569 Stuttgart
Hausmeister: Tel. 0160 92 49 89 30
- Straußäcker I, Pfaffenwaldring 64-76, 70569 Stuttgart
Hausmeister: Tel. 0160 92 49 89 30



Internet access in the dormitories

In each dormitory internet access is available in the rooms. To use it, an extra fee of EUR 7 per month is charged by the student association Selfnet e.V. (www.selfnet.de). Selfnet e.V. manages the internet affairs for most dormitories (e.g. Allmandring, Heilmannstraße, Pfaffenhof, Straußäcker, Filderbahnplatz).

If you live in one of the dorms supported by Selfnet e. V. you should **register online** in order to use the internet: <https://registrierung.selfnet.de/>

Tip:

Register online before you move in, preferably one day before your moving in date. You are then able to use the internet immediately upon moving in. You still need to go to one of the Selfnet e.V. offices in person within 14 days after your moving in date. Although most of the dormitories offer Wi-Fi, it is recommended to bring a LAN cable, since it makes it easier to connect your electronic device for the first time.



Offices of Selfnet e.V.: Allmandring 8 a (basement), Holzgartenstr. 9a (1st basement), Rosenbergstr. 68 (1st basement, across from the elevator), Heilmannstr. 4 b (entrance to the right side) and Filderbahnplatz 35 (basement). Further information and office hours see: www.selfnet.de/support/contact.html

For information on the broadcasting service fee [Rundfunkbeitrag] which is a **mandatory fee** for receiving internet, TV and radio, see our welcome checklist.

● Private accommodation in Stuttgart

It is not easy to find reasonably priced private accommodation in Stuttgart. For information go to: uni-stuttgart.de/io-housing

You can also search online for a room in a shared apartment:

On these websites you can find offers but also publish your room hunting.

- www.wg-gesucht.de
- www.wg-suche.de
- www.vierwaen.de
- www.studierendenwerk-stuttgart.de/privatzimmervermittlung
- www.immobilienscout24.de

Furnished flats or rooms for a few weeks or months can also be found at: www.stuttgart-tourist.de + keyword [Ferienwohnung]

The most common online portal used by students is: www.wg-gesucht.de

Useful tips for applying for a room via wg-gesucht.de:

1. Use the filter function. Consider cities around Stuttgart (Böblingen, Esslingen, Ludwigsburg) or districts of Stuttgart outside of the city center (with the VVS StudiTicket you can use the whole train network system). For the people in the Stuttgart region commuting 30 to 40 min is rather common.

2. Try to apply for new room listings within the first two hours of publishing: it helps if you use the automatic notification function if there is a new offer fitting to the filter you have set. It is also helpful to download the app.

3. Prepare an application template so you can react quickly! Write about 200 words. If you show that you are the kind of person they are looking for, you are more likely to get the apartment.

Ads for shared apartments [Wohngemeinschaften, WGs], as well as for other **rooms** and **apartments** can be found in the following newspapers and online papers:

- **Stuttgarter Wochenblatt** (or check online) is delivered on Thursday afternoons without charge, but can be purchased Thursday mornings at newspaper stands.
- **Stuttgarter Zeitung** and **Stuttgarter Nachrichten** share the same ads section. Ads for apartments are usually printed on Wednesdays and Saturdays. <http://immobilien.stuttgarter-zeitung.de/>

Some important abbreviations in the ads:

- NK** [Nebenkosten] utilities, usually include: [Heizung] heating, [Wasser] water, [Hausmeister] caretaker, [Müll] garbage disposal
- WG** [Wohngemeinschaft] shared apartment
- NR** [Nichtraucher] non-smoking
- WM** [Warmmiete] heating included in utilities
- KM** [Kaltmiete] additional costs/utilities are not included

Please note:

Not all housing offers in the internet are reliable, **be aware of frauds!**

More information:

uni-stuttgart.de/apartment-frauds

Moving into a new apartment

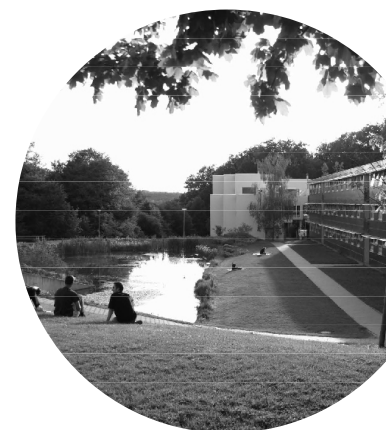
Formalities in the case of an address change, even if within the same city, can be found at: uni-stuttgart.de/io-formalities



Be aware of frauds!



Moving into a new apartment



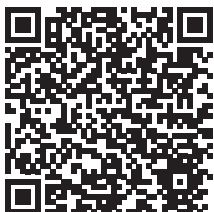
Studying at the University of Stuttgart



Welcome Checklist



How to use
C@MPUS



Course listing
in C@MPUS

● Academic departments and campuses of the university

Since the university is divided into the two campuses, in the city center and in Vaihingen, general facilities such as the dining hall [Mensa] and library can be found on both campuses. For information about these facilities see the next pages. An overview on the academic departments and institutes of the university you will find here:

www.uni-stuttgart.de/en/university/faculties-institutes

To get to Vaihingen from the city center take the S-Bahn S 1 (direction Herrenberg) or the S 2 or S 3 (direction Vaihingen or Flughafen/Filderstadt). Get off at the stop Universität. Take the exit Universitätszentrum.

● Academic calendar

see **Welcome Checklist**: uni-stuttgart.de/io-checklist

● The university course catalog

The courses offered at the University of Stuttgart are described in our C@MPUS online portal as well as the module handbooks.

[campus.uni-stuttgart.de/cusonline/ee/ui/ca2/app/desktop/#/login?\\$ctx=lang=en](http://campus.uni-stuttgart.de/cusonline/ee/ui/ca2/app/desktop/#/login?$ctx=lang=en)

Guidance on how to use C@MPUS you will also find online:

<https://www.izus.uni-stuttgart.de/en/itap/campus/co-documentation/>

● Introductory programs for new students

If you are a **degree student**, do not miss the **introductory session of your study program**! It usually takes place the first day of the lecture period. The times and dates can be found online: www.student.uni-stuttgart.de/en/startingout/introduction/

An **orientation program for international students** takes place in the week before the lectures start. Please register online: uni-stuttgart.de/io-orientationdays For participants of the intensive German course in March/September the orientation program is included in the course.

● Academic guidance

General academic guidance for **degree students** is offered by the Student Counseling Center (ZSB):

www.uni-stuttgart.de/en/study/counseling/zsb/

Subject specific guidance is available in each department by the academic advisors of the study programs [Fachstudienberater*innen] and/or the academic managers of the study programs [Studiengangsmanager*innen]:

www.uni-stuttgart.de/en/study/counseling/academic-advisors/

The International Office at the IZ organizes academic counseling for **exchange students** from overseas. The students receive detailed information after their

arrival in Stuttgart. Erasmus+ students receive academic counseling from their academic Erasmus+ coordinator at the University of Stuttgart. Master's students in international Master's programs obtain course information from their course directors. Academic guidance for Double Master's students is available with the respective academic coordinator.

● Examinations

Examinations, whether oral or written, usually take place during the lecture free period [vorlesungsfreie Zeit]. Students must register for examinations via C@MPUS. The registrations can be found at www.student.uni-stuttgart.de/en/exams/

Please note:

Exchange students need also to sign up for **exams** in C@MPUS. We strongly recommend that you ask your professor for the type (oral or written) and date of the examinations at the very beginning of the classes.

● Student Service and Examination Office

[Studierendenservice und Prüfungsamt]

Haus der Studierenden
Pfaffenwaldring 5 c
70569 Stuttgart
3rd floor

Current information and the phone numbers of your contact persons at the Student Service and Examination Office are available at

www.student.uni-stuttgart.de/en/exams/examination-office/

Contact form:

www.student.uni-stuttgart.de/en/exams/examination-office/contact-form/

If you would like to get in touch with the Student Service and Examination Office please use the contact form:

www.student.uni-stuttgart.de/en/exams/examination-office/contact-form/

Services:

- All formalities related to examinations, i. e. registration, cancelling exam registration
- Formalities during your studies
- Request for leave of absence

● Internships

[Praktika]

Some degree programs require that you complete one or more internships [Betriebspraktika] before you graduate. The Internship Office [Praktikantenamt], address see online

www.student.uni-stuttgart.de/en/organizing-studies/internship/, provides



Student Service and Examination Office



Student Service and Examination Office contact form



Wegweiser

you with general information. However, you are responsible for finding an internship yourself.



Exchange students from overseas, who are interested in doing an internship following their studies at the University of Stuttgart need to contact the International Office at the beginning of June for placements in the winter semester or at the beginning of December for placements in the summer semester. The tips in work permit and how to find a job on page 28 could also be helpful.

● Additional information brochures

The following brochures also help you to find your way around the University of Stuttgart:

- **stuvus calendar**, issued by the student representation stuvus as a guide through the academic year, **stuvus office**: Pfaffenwaldring 5c, 70569 Stuttgart
- **Wegweiser für StudienanfängerInnen**, a guide for new students published by the **Student Counseling Center** [Zentrale Studienberatung/ZSB], available only in the winter semester: House of Students, Pfaffenwaldring 5c, 1st floor, 70569 Stuttgart

● Important formalities during and at the end of your studies

The completion of several important formalities is required during and at the end of your studies. See uni-stuttgart.de/reregistration for information regarding necessary formalities including:

- Re-registration [Rückmeldung] each semester if you want to continue studying
- Exmatriculation if you leave the university
- Cancellation of your tenancy agreement – for the refund of your deposit charged by Studierendenwerk Stuttgart/VSSW, please see below.
- De-registration at the [Bürgerbüro] or extension of your residence permit
- Cancellation or extension of your health insurance – make sure to contact your health insurance provider before exmatriculation!
- De-registration at the ARD ZDF Deutschlandradio Beitragsservice (GEZ)
- Closing your German bank account

Moving out of student housing and refund of deposit

Please make an appointment with the caretaker [Hausmeister] for the day you are moving out. He will check your room for damage before you leave (check-out only possible from Monday through Friday).

If your room is fine you will receive the refund by bank transfer. This might take up to six weeks.

Deposit back in cash? That's how it works at Studierendenwerk Stuttgart:

Students can have their deposit paid out in cash by filling out a **consent form** for payment of the rental deposit via barcode: see QR code on the right site

If the deposit is paid out by barcode, you will need the check-in slip and the confirmation that your own German bank account has been closed. All documents required for this must be e-mailed to Ms. Colak (y.colak@sw-stuttgart.de).

The barcode is then sent by email to you and can be redeemed at all partners of Barzahlen.de once it has been received. You can find the contact points or partners at www.barzahlen.de.

Important:

Please bring the following documents to the appointment:

- Laufzettel (a confirmation from your caretaker stating that your room has been checked)
- A confirmation from your bank that you have closed your German bank account (necessary for students from non-SEPA-countries)

Without these documents you cannot get the deposit back in cash.

Refund of deposit from VSSW:

The VSSW does not offer the possibility to get the deposit back in cash.

The bank details necessary for the transfer must be uploaded to the VSSW tenant's online account.

alumnus – alumni network of the University of Stuttgart

The interdisciplinary alumni network of the University of Stuttgart, called alumnus, offers a wide variety of activities. For the full range of services please visit the following website: www.uni-stuttgart.de/en/alumni-supporters



Consent form



Barzahlen.de

The facilities of the University of Stuttgart



Guided tours



● University library

[Universitätsbibliothek]

There are two large sites of the university library or [Universitätsbibliothek] (UB).

- **Hauptstelle Stadtmitte** (central library), Holzgartenstr. 16, main entrance Max-Kade-Weg, Tel. 0711 685-82224 (Check-out desk), Tel. 0711 685-82273 (Info)
- **Zweigstelle Vaihingen** (branch), Pfaffenwaldring 55
Tel. 0711 685-64096 (Check-out desk),
Tel. 0711 685-64044 (Info)

To borrow books you need your student ID card. Also many departments, faculties and most institutes have their own libraries.

At the beginning of the winter semester you can sign up online for guided tours in English on the Vaihingen campus provided the corona guidelines allow this:

www.ub.uni-stuttgart.de/lernen-arbeiten/schulungen

Guided tours in German are available both during the winter and summer semester in Vaihingen and the city center.

Stuttgart also has the following public libraries:

- Württembergische Landesbibliothek (State Library)
Konrad-Adenauer-Str. 10
www.wlb-stuttgart.de/en/
Tel. 0711 212-4454
- Stadtbibliothek, Mailänder Platz 1
www.stuttgart.de/stadtbibliothek/mailaender_platz

Tel. 0711 216-91100

- Médiathèque de l'Institut Français, Schloßstr. 51
stuttgart.institutfrancais.de/
Tel. 0711 239250
- Bibliothek im Italienischen Kulturinstitut, Kolbstr. 6
iicstoccarda.esteri.it/iic_stoccarda/it/la_biblioteca/
Tel. 0711 1628110

These libraries also offer books/media in foreign languages.

● Language Center

[Sprachenzentrum]

The Language Center offers foreign language courses and German courses for students at many different levels. The courses combine communicating, presenting, writing and intercultural competences. You are able to find a diversified and nuanced course program that involves 14 different languages. Another emphasis at the Language Center involves courses that professionally convey methodological, communicative, and intercultural as well as personal and social skills. Participation is free of charge for students. For all courses you must submit an online registration through C@MPUS The registration period is usually before the start of the semester.

- **Sprachenzentrum**, Breitscheidstr. 2, 70174 Stuttgart
No office hours until further notice, please send an e-mail

E-mail:

info@sz.uni-stuttgart.de, Tel. 0711 685-88055, www.sz.uni-stuttgart.de/en/offer/

If you are interested in taking a technical German language class on B2/C1 level, please also check the offers of the MINT-Kolleg:

www.mint-kolleg.de/stuttgart/angebote/Sprachkurs.html

Sprachtandem

A [Sprachtandem] is a technique for learning a foreign language in a pleasant way: two persons wishing to learn the partner's language meet on a regular basis and take turns in practicing the other one's language. If you would like to improve your German or practice another language together with a native speaker, the following pages can help you find a so-called [Tandempartner].

- Tandem-Project of the University of Stuttgart:
www.sz.uni-stuttgart.de/angebot/tandem
- The student association AEGEE also offers a [SprachDuo]:
www.sprachduo.de
- University of Bochum eTandem:
www.zfa.ruhr-uni-bochum.de/ils/lernen

More offers can also be found at the so called *Schwarzes Brett* (bulletin board) at the Sprachenzentrum.

● Internet/e-mail/computer center (TIK)

The university's computer center [Technische Informations- und Kommunikationsdienste/TIK] provides a number of computer labs for student use on the Campus Vaihingen and one in the library on the Campus City Center. You will receive a user account (e.g. st12345) and an e-mail address with your student ID card by e-mail.

Help and information for users is offered at:

- **User's support** [TIK-Benutzerberatung], Pfaffenwaldring 57, mezzanine, HG705
Office hours: Mon–Fri 10 a.m.–2 p.m., Tel. 0711 685-88001
(only during the lecture period)
- **User's support, city center, university library** [TIK-Benutzerberatung Büro Stadtmitte], Holzgartenstr. 16
Office hours: Mon–Fri 10 a.m.–2 p.m., Tel. 0711 685-83760
- **Online support:**
www.tik.uni-stuttgart.de/beratung/support

With the TIK e-mail address you can register with **ILIAS**, the learning platform which provides documents and materials necessary for courses, seminars and lectures: <https://ilias3.uni-stuttgart.de>

PC Pools:

- Pfaffenwaldring 57, NWZ, mezzanine,
Mon–Fri 7 a.m.–11 p.m.,
Sat 7 a.m.–noon





Extracurricular
studies



stuvus

- Pfaffenwaldring 9, IWZ, room 2.270 (2nd floor), Mon–Fri 7:30 a.m.–7 p.m.
- Pfaffenwaldring 6, PR6 pool, room 0.24, Mon–Fri 7:30 a.m.–6 p.m.
- University library (city center), Holzgartenstr. 16, UB Pool, Mon–Fri 8 a.m.–noon, Sat 10 a.m.–noon
- Seidenstr. 36, S36 Pool, room 2.093, Mon–Fri 7:30 a.m.–10:30 p.m.

See page 13 for internet connections within student housing.

Free WiFi:

- On campus and at other facilities of the University of Stuttgart students can connect to WiFi via eduroam. Eduroam is an international roaming service for users in research and higher education. Students from universities connected to eduroam are able to get access through their student account of their home university.
- Students without access to eduroam may select the network uni-stuttgart-open from the list of available WLANs. After connecting for the first time users are automatically redirected to a login portal where they must confirm the ICT terms and conditions. This confirmation activates internet access for the next eight hours. After that this must be repeated.

Important:

All relevant information concerning your studies will be sent to your user account (e.g. st123456@stud.uni-stuttgart.de). We strongly recommend that you check this account on a regular basis or redirect the mails to your private e-mail account.

● Extracurricular studies

[Studium Generale]

There are numerous general education courses available to students who wish to take advantage of the opportunity to extend their studies beyond their specific major. Emphasis is placed on music, theatre, and fine arts. All courses are free of charge. Further information is available at:

uni-stuttgart.de/extracurricular-studies

● stuvus and student groups

[stuvus/Fachgruppen]

The body representing all students at the University of Stuttgart is called stuvus. The stuvus members are elected and represent the needs of students in the university's senate. You can find the stuvus office in the House of Students on the Campus Vaihingen:

- Pfaffenwaldring 5c, 70569 Stuttgart, www.stuvus.uni-stuttgart.de

Student groups [Fachgruppen] are organizations set up by student representatives of the individual study programs. They help students by sharing tips and experience and by organizing parties and orientation events for first year students [Erstsemester-Einführungsveranstaltung]:

www.student.uni-stuttgart.de/en/startingout/introduction

The addresses of the student groups can be found here:

www.stuvus.uni-stuttgart.de/ueberuns/fachgruppen/

● Ombudsperson

The ombudsperson is an impartial and strictly confidential contact person who lends her support to all students and facilitates the dialogue between students and the university when they need help to settle disagreements, problems and grievances.

Dr. Ursula Meiser, Office of the Rectorate, Tel. 0711 685-81007

Azenbergstr. 16, 3rd floor, room 3.012
70174 Stuttgart

E-mail:

ursula.meiser@rektorat.uni-stuttgart.de

● TTI business start-up

[TTI Existenzgründung]

The TTI GmbH [Technologie-Transfer-Initiative] offers assistance for questions related to the foundation of a business: www.tti-stuttgart.de/ (German only).

● International student organizations

For those wishing to maintain contact with students from their home country, there are different international student associations at the University of Stuttgart you may get in touch with. For more information, e.g. on founding a new organization, please contact:

Ms. Svenja Wübker

International Office, Tel. 0711 685-68570

E-mail: wuebker@ia.uni-stuttgart.de

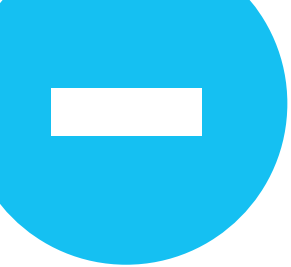
● University sports

[Hochschulsport]

Each semester the university sports [Hochschulsport] offers a large range of sports activities. There are special registration periods. To gain one of the popular places, you have to register as soon as possible. You have to register and pay online. Therefore a bank account is necessary. Further information at: www.hochschulsport.uni-stuttgart.de/en/



University sports



● Ecumenical Center

[Ökumenisches Zentrum]

The Ecumenical Center is run by both the Protestant and the Catholic church. It is located on the campus Vaihingen close to the IZ. Services (consultation, events, etc.) are open to all students and staff of the University of Stuttgart independent of their religious affiliation. The center also offers a room for silence and prayer [Raum der Stille] which is available for everyone from Monday to Friday irrespective of his/her religious affiliation.

- **Ökumenisches Zentrum (ÖZ)**,
Allmandring 6, 70569 Stuttgart
Office hours: Mon–Fri 11 a.m.–2 p.m.
E-mail:
info@oekumenisches-zentrum.de,
www.oekumenisches-zentrum.de
- **Café**, Mon–Fri 11 a.m.–2 p.m., on
Mondays fresh and tasty Falafel
(vegetarian)

For information about mosques or prayer places for **Muslims**, places of worship for **Hindhus** and churches for many **Christian** denominations at the university and in Stuttgart please ask at the Ecumenical Center or check:

www.vvs.de/download/VVSReligEinrichtungen.pdf (city map with addresses)



● AEGEE

The student organization AEGEE Stuttgart offers a comprehensive leisure program for German and international students. More at: www.aegEE-stuttgart.org

● Work permit and how to find a job

★ Degree students

Degree students who are citizens of EU countries, Switzerland, Norway, Island or Liechtenstein can work in accordance with the applicable laws for German students. Degree students from all other nations who have got a student visa are allowed to work a maximum of 20 hours per week as a student assistant [studentische Hilfskraft/Hiwi] at the university or 120 full days (more than four hours per day) or 240 half days (up to four hours per day) per calendar year outside the university. Combinations of both are possible.



Please note:

Students who have already earned a first university degree (e. g. Bachelor) may be employed as a research assistant (wissenschaftliche Hilfskraft/Hiwi) instead of a student assistant (studentische Hilfskraft/Hiwi). The salary of a research assistant is higher than that of a student assistant. However, the visa/residence permit of non-EU students only allows the employment as a student assistant. Therefore, non-EU students need to request an addition to their visa/residence permit when they are offered a position as a research assistant at the university. The addition is requested from the foreign registration office [Ausländerbehörde].

★ Non-degree students including exchange students

Please consider that **exchange students** (non-degree students) who study in a Bachelor's program are not entitled for a Hiwi position. However, as a graduate student you are eligible for a position as a research assistant, see further information in the box above.

Where you can find jobs

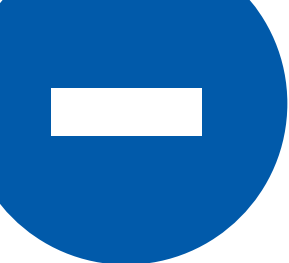
To work as a student assistant look for bulletins posted around campus, online or inquire directly at the respective secretary's office. The institutes, the university library, computer pools and the Studierendenwerk also offer Hiwi positions online: www.stellenwerk-stuttgart.de.

Also inquire at the employment agency [Agentur für Arbeit] on temporary work for students, for example in restaurants, or as unskilled labour in factories, warehouses or firms.

- Agentur für Arbeit Stuttgart, Nordbahnhofstr. 30–34, 70191 Stuttgart Tel. 0800 455 55 00, no office hours until further notice
www.arbeitsagentur.de/vor-ort/stuttgart/startseite/
- Agentur für Arbeit, branch office Vaihingen, Rathausplatz 1, 70563 Stuttgart, Tel. 0711 216-97515, e-mail: job-center.vai@stuttgart.de Office hours: Mon, Wed, Fri 8:30 a.m.–12:30 p.m., Thu 2 p.m.–6 p.m.



www.stellenwerk-stuttgart.de



Psychological
counseling

Formalities

Your employer will ask you for an (electronic) tax card [elektronische Lohnsteuerkarte or Ersatzbescheinigung]. If you take up work in Germany for the first time, this tax card is available at the tax office (Finanzamt, Stuttgart: Rotebühlplatz 30). You also need a social security number [Sozialversicherungsnummer] which you can apply for through your state health insurance provider.

If you are single and do not have children, you may earn up to EUR 450/month without having to pay tax and contributions towards social insurance (e.g. unemployment or pension insurance). If you pay tax, you may get (part of) it back if you apply for a tax back through an income tax statement. Further information you will find at the online tax office www.elster.de/eportal/start Elster [de] or the tax office of the place where you live. In Stuttgart, please call on the information desk of the www.fa-stuttgart1.de/pb/,Lde/Startseite "Finanzamt Stuttgart [de]. QR Codes zu Elster und Finanzamt

● Medical care/psychological counseling

German universities do not provide medical service on campus. Doctors, dentists, and hospitals can be found online at: www.arztsuche-bw.de. This website also gives you information on doctors who speak other languages than German. Please use the button [Zur erweiterten Suche] and choose your language in the

search criteria [Fremdsprache].

Generally speaking you have to make an appointment to see a doctor in case you are ill. Some general practitioners also have open office hours. In case of an emergency at night or on weekends you can go to the **Emergency Medical Service** at the Marienhospital.

In order to receive treatment you need to either present your health insurance card from one of the state health insurance providers, your EHIC or GHIC, or show the certificate from your private health insurance company. State 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 health insurance provider. Make yourself familiar with the specific regulations of your own health insurance before you see a doctor.

Prescribed medication can be picked up at any pharmacy/chemist's [Apotheke]. If you have mandatory student 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.

Psychological counseling for students is offered by the counseling center of the Student Services [Studierendenwerk Stuttgart] free of charge (in German and English). For appointments please call: Tel. 0711 9574-480

(Mon–Thu 1:30 p.m.–2.30 p.m.)

Further information:

www.studierendenwerk-stuttgart.de/en/counselling/psychotherapeutic-counselling/

You need to find a doctor? You have a medical or psychological issue? Please contact the International Office for advice (see page 5 and 6). Anything you tell us will be treated confidentially. Together we can always find a way!

● Statutory accident insurance for students

Every enrolled student is statutorily covered by accident insurance free of charge. The coverage applies during straight walk to the university or back, when attending lectures and seminars, during other activities run by the university such as visits, workshops and sports, when visiting the library or sports program from the university, when participating in trips organized by the university including those abroad, when participating in student council or stuvus activities.

If you have an accident during one of these occasions, please address the Admissions Office (page 8). For further information please visit the following website: www.studierendenwerk-stuttgart.de/en/counselling/insurances/

● Culture and leisure in Stuttgart

General, cultural, and tourist information about Stuttgart and the region:

- **The tourist information “i-Punkt”**, Königstr. 1a, Tel. 0711 22 28-0
Office hours: Mon–Sat 9 a.m.–8 p.m., Sun and holidays 10 a.m.–4 p.m.
Further online information at www.stuttgart-tourist.de or www.stuttgart.de

You can find quite a few good tips in these magazines and brochures:

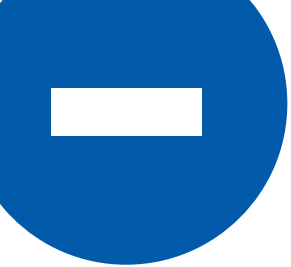
- **stuvus calendar** – available at the stuvus office, Pfaffenwaldring 5c, room 04.009
- **LIFT** – monthly magazine for Stuttgart with events, movies, and concerts (EUR 2,50 at kiosks and newspaper stands): www.lift-online.de
- **PRINZ** – online-magazine listing events in Stuttgart, focus on nightlife and parties: www.prinz.de/stuttgart/
- **UNI-TIPP** – is a free biannual brochure. You can find it at the beginning of each term in the university buildings. It includes a city map, tips for leisure activities and events, and helpful addresses.

● Shopping at low prices

Information about regional and sustainable shopping options in and around Stuttgart:

- <https://toogoodtogo.de/de/>
- Regional markets: <https://www.stuttgarter-wochenmaerkte.de/maerkte-staende/uebersicht/>





- Fleamarkets: <https://www.stuttgart-tourist.de/en/flea-markets>
- Food-sharing café Raupe Immersatt, Johannesstr. 97
- Zero waste shops
- Ohne PlaPla, Fürstenstr. 5
- Schüttgut, Vogelsangstr. 51
- Wandel.Handel, Wagenburgstr. 123
- Items for free
<http://www.verschenkmarkt-stuttgart.de/>

● Travelling

- The **train** is a convenient way to travel in Germany and to the neighboring countries. Regular tickets are quite expensive, but there are a lot of special offers. They can be found on the homepage of the Deutsche Bahn: www.bahn.de
- National and international **bus lines** are very cheap, but slow compared to the train. Information and prices can be found e. g. via www.fernbusse.de or www.busliniensuche.de
- **Carpooling** portals connect you with people offering seats in their private car for long destination travel. Check the offers of e. g. www.blablacar.de and www.fahrgemeinschaft.de
- **Carsharing** enables you to use a whole pool of vehicles but you need to register first. Sometimes you need to pay for a membership. Carsharing is offered in Stuttgart for example by www.flinkster.de, www.share-now.com or stuttgart.stadtmobil.de/privatkunden/

- Classic **car rental** is available at the airport, main railway station and near S-Bahn Vaihingen

● International student identity card

With the international student identity card (ISIC) you can receive discounts in Germany and abroad. The ISIC is available for EUR 15 and valid for 12 months. For more information please see the following webpage:

www.isic.org

● Language schools in Stuttgart

The community college of Stuttgart [Volkshochschule] offers a large range of inexpensive language courses from Arabic to Quechuan. German as a foreign language is offered on all levels:

www.vhs-stuttgart.de/programm/sprachen-vhs-interkulturell/

The ifa [Institut für Auslandsbeziehungen] is specialized on German as a foreign language:

www.ifa-akademie.de/de/deutschkurse

Other language schools can be found on the homepage of the city of Stuttgart:

welcome.stuttgart.de/en/germancourses

For other opportunities to learn German please see Language Center, p. 22/23

Website of the International Office

uni-stuttgart.de/io-counseling

(M) = Campus City Center

(V) = Campus Vaihingen

- **Admissions Office** [Studiensekretariat] (V)
House of Student Services [Haus der Studierenden],
Pfaffenwaldring 5c
- **Central student council** (V)
[Zentrales Fachgruppen-Büro/ZFB]
Pfaffenwaldring 5c
- **Employment Agency** [Agentur für Arbeit Stuttgart]
Nordbahnhofstr. 30–34
- **Employment Agency** [Jobcenter Außenstelle Vaihingen]
Rathausplatz 1
- **Student service and Examination Office** [Prüfungsamt] (V)
Pfaffenwaldring 5c, 3rd floor, House of Student Services
- **Extracurricular studies** [Studium Generale] (M)
- Azenbergstr. 16, floor 2a
- **Foreign registration office** [Ausländerbehörde]
Eberhardstr. 39
- **International Office** [Dezernat Internationales] (V)
Pfaffenwaldring 60 (IZ)
- **Internet/E-Mail/Computer Center** TIK [Technische
Informations- und Kommunikationsdienste] (V)
Allmandring 30
- **Internship Office** [Praktikantenamt] (V)
Allmandring 35, room 0.105
- **Language Center** [Sprachenzentrum] (M)
Breitscheidstr. 2a, 1st floor
- **Mensa I** (M), Ossietzkystr. 3
- **Mensa II** (V), Pfaffenwaldring 45
- **Office of public order** [Amt für öffentliche Ordnung]
Eberhardstr. 39

Tel. 0711 685-83644

Tel. 0711 685-83055

Tel. 0800 455-5500

Tel. 0711 216-97515

Tel. 0711 685-82036

Tel. 0711 216-91821

Tel. 0711 685-68566

Tel. 0711 685-88000

Tel. 0711 685-61840

Tel. 0711 685-88055

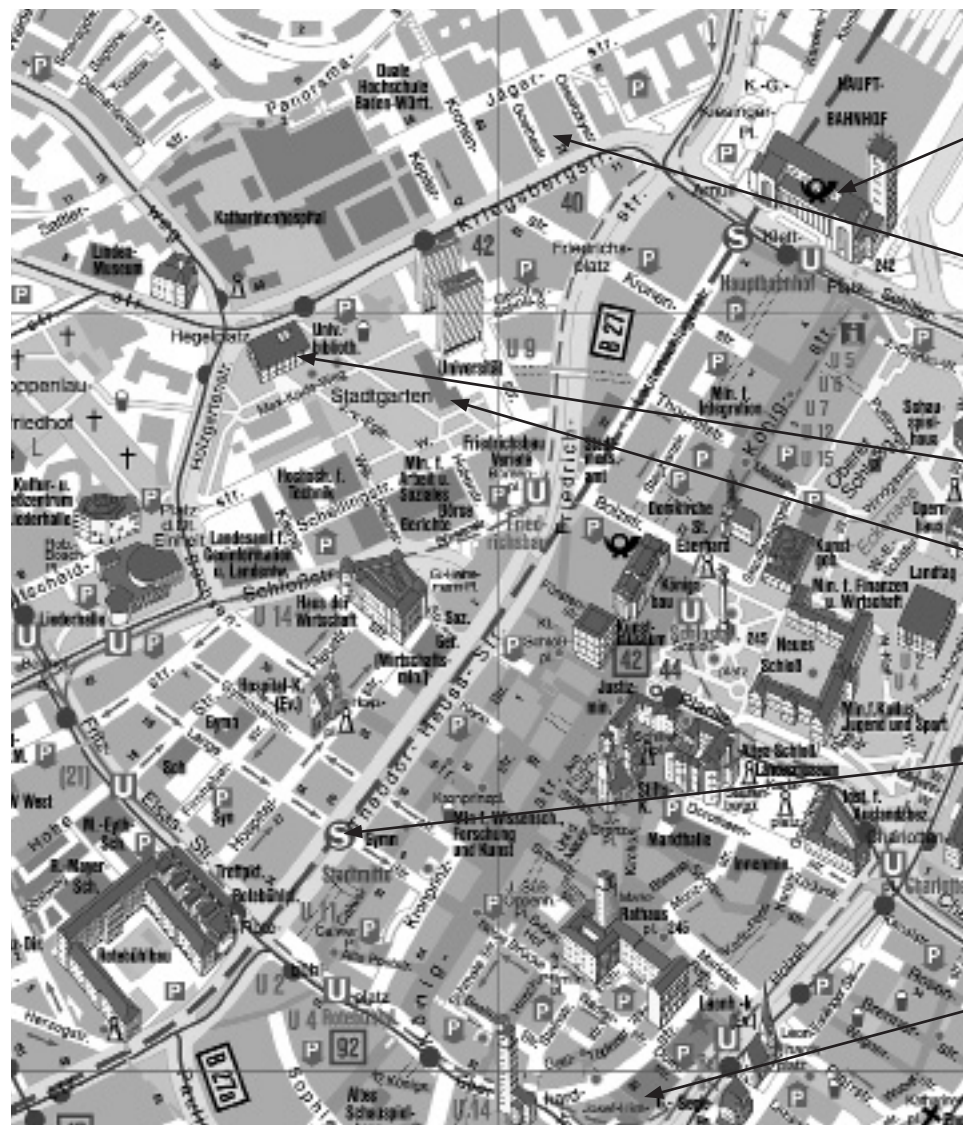
Tel. 0711 216-0



International Office

- 
- **Residents' registration office Vaihingen**
[Bürgerbüro Vaihingen] Rathausplatz 1
Tel. 0711 216-93700
 - **SSB/VVS offices** (public transportation)
Main station (Arnulf-Klett-Platz 3)
Rotebühlplatz (underground station)
Charlottenplatz (underground station)
 - **Student Services** [Studierendenwerk Stuttgart]
Main office: Rosenbergstr. 18
Branch office on campus: Pfaffenwaldring 45
Tel. 0711 4470-1247
Tel. 0711 677-0200
 - **stuvus - student representatives (V)**
Pfaffenwaldring 5c, House of Student Services
Tel. 0711 685-83055
 - **Student Counseling Center** [Zentrale Studienberatung/ZSB]
Pfaffenwaldring 5c, House of Student Services
Tel. 0711 685-82133
 - **Tourist Information** [i-Punkt]
Königstr. 1a
Tel. 0711 2228-80
 - **TTI business-start-up** [TTI Existenzgründung]
Nobelstr. 15
Tel. 0711 6868-7490
 - **University library, city center (M)**
[Universitätsbibliothek Stadtmitte]
Holzgartenstr. 16
Tel. 0711 685-82273
 - **University library Vaihingen (V)**
[Universitätsbibliothek Vaihingen] Pfaffenwaldring 55
Tel. 0711 685-64044
 - **User's support** [TIK-Benutzerberatung]
Pfaffenwaldring 57 (V), Holzgartenstr. 16 (M)
Tel. 0711 685-88001
 - **VSSW office (V)**
Pfaffenwaldring 50a
Tel. 0711 25085551

Stuttgart city center



Main station
(Hauptbahnhof)

Mensa city center
(Mensa)
Ossietzkystr. 3

University library
(Universitätsbibliothek)

Central administration
Keplerstr. 7

S-Bahn stop
Stadtmitte

Foreign registration
office + Office of public
order
(Ausländerbehörde)
Eberhardstr. 39



Campus maps

Vaihingen

- 1 Student dormitories Pfaffenhof
- 2 S-Bahn stop Universität
- 3 University library Vaihingen
- 4 BW Bank (only cash point), Pfaffenwaldring 57
- 5 Cashier's office of the university, Pfaffenwaldring 55
- 6 Student dormitories Allmandring
- 7 International Office (IZ), Pfaffenwaldring 60
- 8 Student dormitories Straußäcker
- 9 Mensa Vaihingen, Pfaffenwaldring 45
- 10 House of Student Services [Haus der Studierenden]
with Admissions Office, Examination Office and Student Counseling Center,
Pfaffenwaldring 5c

City center

- 1 Main station
- 2 University library city center, Holzgartenstr. 16
- 3 Central administration, Keplerstr. 7
- 4 Mensa city center, Ossietzkystr. 3
- 5 Student Services [Studierendenwerk Stuttgart],
Rosenbergstr. 18