

# STUTTGART TECHNICAL UNIVERSITY OF APPLIED SCIENCES

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# WELCOME TO HFT-STUTTGART



# A Warm Welcome from the International Office Team

Dear international student,

We warmly welcome you to HFT Stuttgart!

Entering a new country is often accompanied by many new impressions. You have to get along with the new culture and its customs, a new language, new people and new surroundings. And if coping with the new everyday life is not difficult and confusing enough, you also have to get along with HFT's study life.

With this brochure, we would like to give you all relevant information, that might simplify your start in Stuttgart and at HFT.

We hope the following information will be useful to you during your first days here in Stuttgart and help you acquaint yourself with the facilities in and around HFT Stuttgart. For more details, please have a look at our website: [www.hft-stuttgart.de/International/](http://www.hft-stuttgart.de/International/).

If you have any questions or need support or advice, we will be happy to assist you.

We wish you a good start and much success with your studies!

Your International Office Team

## Our contacts

International Office – International Students  
Schellingstr. 24, 70174 Stuttgart  
Building 1, 3<sup>rd</sup> floor, room 330

Office Hours:  
Mon – Thu 9:00 – 12:00 o'clock  
Individual appointment on request.

Tina Panzer  
Tel. 0711 / 8926-2379  
Email: [isoaaa@hft-stuttgart.de](mailto:isoaaa@hft-stuttgart.de)

Susanne Widmann-Klein  
Tel. 0711 / 8926-2925  
Email: [incoming@hft-stuttgart.de](mailto:incoming@hft-stuttgart.de)

## Germany and Baden-Württemberg



The **Federal Republic of Germany** is situated in the heart of Europe and its national capital is Berlin. The nation covers an area of 357,000 km<sup>2</sup>; it is the 63rd largest country in the world, the 7th largest in Europe, and the 4th largest in the European Union. Germany has a total population of about 83 million people. While this figure is declining, Germany is still the 14th most populous country in the world and the most populous in the European Union

Germany's position as a geographical link between Eastern and Western Europe as well as between Scandinavia and the Mediterranean has become even more clearly defined since reunification in 1989. As one of the founding members of what is today the European Union, Germany plays a leading role in European political affairs and hosts the European Central Bank in Frankfurt.

Germany consists of 16 federal states, known as "Länder", each with its own capital.

**Baden-Württemberg** is one of the richest federal states in Germany, which can be seen in the blooming economy. The state capital Stuttgart is the economic centre of Southwest Germany and is known worldwide for its automotive expertise. Stuttgart is also famous for engineering, architecture and culture and it is beautifully located within vineyards.



# 1. HFT Stuttgart

**HFT Stuttgart** has been training students since 1832, and the original winter school for craftsmen has long since become a modern University of Applied Sciences. Three faculties offer 36 Bachelor's and Master's degree courses. Fields of study are architecture, civil engineering, building physics, computer science, interior design, mathematics, geomatics and business management.

The university is characterised by inter-faculty projects and contacts to numerous companies in Stuttgart and the region as an attractive business location. The practice-oriented education is characterized by supervision in small learning and semester units and the professional experience of all professors.

Students appreciate the central inner-city campus. HFT Stuttgart is situated right in the city centre of Stuttgart. From the main railway station or the S-Bahn station Stadtmitte it is only a 10-15 minute walk to reach the campus.

## Campus / buildings:



## Food options on and off campus:

- **Cafeteria** HFT Stuttgart (building 1, ground floor): Snacks and small hot meals
- **Cr8:** Student Coffee spot of HFT Stuttgart (building 8, ground floor)
- **Mensa “Central”** (student canteen): Warm lunch options; Ossietzkystraße 3, next to the Katharinenhospital (10 minutes walk from HFT Stuttgart)
- **Supermarktes:** “Rewe” and “Penny”, nearby “Berliner Platz/Liederhalle” (5 minutes walk)
- **City Centre:**
  - f.ex. food court on the 2<sup>nd</sup> floor of the central shopping mall “Königsbaupassagen” at Schlossplatz (5 minutes walk)
  - “Schulstrasse” – a small shopping street next to Königsstraße with fast-food restaurants and bistros
  - Bakeries (“Bäckereien”) around the university offer small snacks.

## 2. Important offices and facilities at HFT Stuttgart

As exchange student, the most important office will be the International Office (1/330, contact see on page 2) and the staff members of your study course at HFT Stuttgart.

### International Office – International Students (Akademisches Auslandsamt)

Building 1, 3<sup>rd</sup> floor, room 330

Office Hours:

Mon – Thu 9:00 – 12:00 o'clock; Individual appointment on request.

Tina Panzer: Phone 0711 / 8926-2379 / Email: iso.aaa@hft-stuttgart.de

Susanne Widmann-Klein: Phone: 0711 / 8926-2925/ Email: incoming@hft-stuttgart.de

<https://www.hft-stuttgart.com/studies/international>

As Master Degree student additionally, the following office will be important as they take care of the most important formal matters (like matriculation, exam registration, etc.):

### Admissions Office (Studierendensekretariat)

Building 1, 1<sup>st</sup> floor, room 111

Office hours: Mo – Fr 9:00 – 12:00

Phone: 0711 / 8926-2662 (-2659)

Email: studsek@hft-stuttgart.de

<https://www.hft-stuttgart.com/studies/while-you-study/study-organisation>

### Examination Office (Prüfungsamt)

Building 1, 1<sup>st</sup> floor, room 1.102

Office hours: Mo – Fr 9:00 – 12:00

Phone: +49 711 8926 2695 / 2669

Email: pruefungsamt1@hft-stuttgart.de

As well you can find the following facilities at our university:

### HFT Library (Bibliothek)

HFT, Building 2, ground floor, entrance

Hofdienergarage

Phone: 0711 / 8926-2927

Email: [bibliothek@hft-stuttgart.de](mailto:bibliothek@hft-stuttgart.de)

<https://www.hft-stuttgart.de/hft/einrichtungen/bibliothek#subnavigation>

### IT Support Desk (IT-Dienste)

HFT, Building 2, ground floor, entrance

Hofdienergarage, (in the library)

Phone: 0711 / 8926-2424

Email: [ist@hft-stuttgart.de](mailto:ist@hft-stuttgart.de)

<https://www.hft-stuttgart.de/hft/einrichtungen/informationszentrum>

### ASTA - Student Union

HFT, Building 1, ground floor, room 011

Phone: 0711 / 8926-2644

Email: [asta@hft-stuttgart.de](mailto:asta@hft-stuttgart.de)

<https://www.hft-stuttgart.de/hft/verfasste-studierendenschaft>

### BLOCK VIER e.V. - Student Club

HFT, Building 1, ground floor, room 011

Phone: 0711 / 8926-2644

Email: [blockvier@gmx.de](mailto:blockvier@gmx.de)

## 3. Student ID Card (Chip Card System)

You will receive a student ID chip card of HFT Stuttgart. The front of the smart card shows the name of the university, the student's last name, first name, the matriculation and library number

as well as a passport photograph. The bottom section shows the current validity of the student ID card.

### Chip Card Functions

- Student ID card
- Library card (HFT Stuttgart, not the public library)
- Copy card (for HFT copy machines)
- Charge card function (chargeable with cash and ec-card at charge machines)
- Payment card for cashless direct debit payments at the cafeteria, canteen (Mensa), copy machines at HFT and for the washing machine in your dorm
- Access authorisation for university buildings

You can upload money on the student ID card to pay in the cafeteria and mensa, for the washing machine in your dormitory and for using the copy machines at HFT Stuttgart. There is for example a charge machine (chargeable with cash and ec-card) in building 1, ground floor, next to the entrance of the cafeteria. Further automats can be found in the mensa and in some student dormitories.

**Please note:** Every semester, after you have re-registered you also need to re-validate your student ID card, for example in building 1, 1<sup>st</sup> floor using the chipcard printer.

### Loss of the chip card

If you lose your student ID card, you have to report it immediately to the Admissions Office (Studierendensekretariat, room 1/111)! Any charged money on the card cannot be refunded by the university. Replacement of the chip card in case of loss or defect incurs a processing fee.

### At the end of your stay

You can keep the student id card as a souvenir or dispose it safely. Please be aware that any remaining balance on the card cannot be paid out.

### Please note: Data collection

The following data are stored on the chip card system for access by the Admissions Office: university, matriculation and library number, validity of the smart card, card sequence number, system number, card type, serial number, version number, access authorisation number.

In connection with cashless direct debit transactions, the current credited amount is recorded. Any access to stored data is anonymous through the smart card serial number.

## 4. Public transport

Stuttgart offers a comprehensive public transport network ideal for students, making it easy to get around without a car. Main Options are S-Bahn commuter trains, Stadtbahn (U-Bahn) light rail lines and buses.

### Closest stops to the HFT University are:

- Stadtmitte (S-Bahn and U-Bahn)
- Börsenplatz (U-Bahn)
- Marienhospital (Bus)
- Main station (S-Bahn, U-Bahn, Bus and regional DB trains)

### Ticket options to get around:

There is a variety of tickets (single and day ticket, 4-ride-ticket, monthly tickets etc.). If you use public transport regularly, the cheapest ticket options are the “**AusbildungTicket**” or the “**DeutschlandTicket**”. Both ticket options are subscriptions (which you need to cancel on time if no longer needed. Payments are done monthly by SEPA direct debit (you need a bank account)).

Please check the website of the public transport since ticket options might change until the time of your arrival in Germany. Information can be found at <https://www.ssb-ag.de/tickets/schueler-azubis-und-studierende/> as well on [www.vvs.de](http://www.vvs.de).

Once you have received your Student ID-card you can buy your ticket online or at any of the nearby VVS or SSB ticket offices (*Stadtmitte/Rotebühlplatz, Charlottenplatz or Hauptbahnhof*). Please have ready a passport picture, your student ID-card and your bank account details.

**Further transportation opportunities:**

- **Bike and Carsharing options in Stuttgart:** <https://tinyurl.com/2bkdxu4l>
- **Taxi – Tel. 0711 / 55 10 000,** [www.taxi-auto-zentrale.de](http://www.taxi-auto-zentrale.de)

## 5. Communication (HFT account, internet & mobile phone)

**HFT Account and HFT-email-address**

You will receive an **HFT account**, which includes your personal **HFT-email-address** as well login to most important HFT-Portals, which will be sent to you by email. Please activate your account as soon as possible.

To activate your account for the first time please follow these steps:

<https://wiki.hft-stuttgart.de/display/login/Multifaktor-Authentifizierung++Multifactor+Authentication>

With your HFT Account, you have access to your personal HFT email account, the learning platform moodle, the LSF/Campus portal to register for exams (not exchange students) and do the re-registration for the next semesters and you can also use student computers in the different departments. The computer centre reserves the right to close your account immediately without any exceptions in case of violation of the legal agreements.

We recommend you check out the information for first-year students:

<https://wiki.hft-stuttgart.de/display/DFST/Easy+entry+of+the+Information+Center+for+first+semester+students+-+English>

If you need further help with the HFT account/email, please reach out to the 'Information and Support Desk at the library (building 2). They help with questions and problems relating to the library and the university's IT services, f.ex. with:

- Setting up Wi-Fi and VPN & Assigning a new password
- Problems with access data for your HFT account &
- Setting up Multi-Factor-Authentification
- Questions about printing and scanning

**Contact Information and Support Desk:**

Building 2, (Mon-Fri 11:30-15:00 o'clock), Phone: +49 (0)711 8926 2424, Email: [ist@hft-stuttgart.de](mailto:ist@hft-stuttgart.de)

**Free WiFi/Internet:**

There is **Free WiFi** at HFT Stuttgart. Students from partner universities using eduroam can use their home university login for the WLAN eduroam at HFT.

**Mobile phone SIM-cards**

Has to be bought privately. They are available from several mobile phone providers. Shops can be found in *Königstraße*. Tariffs vary and students can choose between either contract or pre-paid packages. Please be aware that contracts mostly last a minimum of two years. You cannot get out of the contract before and you have to cancel it well in advance if you do not want to extend the contract for another two years.

## 6. Residence Permit

**EU students and non-EU students** who have entered Germany with a visa, which is valid for the whole period of stay, do not need to apply for a residence permit. This especially applies to exchange students with a 6-month-visa, who stay at HFT Stuttgart for only one semester.

**Non-EU students**, who only have a 90-day entry visa or who entered Germany without a visa because of country specific exemptions have to get in contact with the central visa office in Stuttgart to obtain a residence permit within 90 days after their arrival. You need to apply for an appointment online, please start the process well in advance (Status of January 2026: Start the process about 3-4 weeks before your visa/residence permit expires and expect a late response

of the Ausländerbehörde): [www.stuttgart.de/organigramm/leistungen/aufenthaltserlaubnis-beantragen-zum-zweck-des-studiums-sprachkurs-schulbesuch.php](http://www.stuttgart.de/organigramm/leistungen/aufenthaltserlaubnis-beantragen-zum-zweck-des-studiums-sprachkurs-schulbesuch.php)

<b>Residences of Stuttgart:</b> Ausländerbehörde - Amt für öffentliche Ordnung / Central Visa Office Eberhardstr. 39, 1 <sup>st</sup> floor 70173 Stuttgart Contact form: <a href="https://service.stuttgart.de/lhs-services/kontakt-auslaenderbehoerde/">https://service.stuttgart.de/lhs-services/kontakt-auslaenderbehoerde/</a> No walk-in appointments	<b>Residences of Esslingen:</b> Einwohnermeldeamt Esslingen, Citizen Office Beblingerstraße 1 - 3, ground floor 73728 Esslingen am Neckar
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The residence permit normally lasts for 6 months or one year depending on the amount of money the student can prove for financing their stay. Thus, the validity of the residence permit is limited as well. Please extend your residence permit well before the expiration date (see above).

## 7. Medical care and first aid

<b>Emergency numbers</b>	
Police and any kind of emergency	Phone 110
Ambulance (emergency doctor), Fire alarm service	Phone 112
Poison Control	Phone 0761/19240
Medical emergency service (Mon-Thu 19:00 - 07:00, Fri 14:00 - 07:00, Sat-Sun whole day)	Phone 0711 / 2628012

### Chronic illness

If you have chronic illnesses, please bring sufficient medication with you from your home country. Please check the regulations of the Federal Ministry of Health: [www.bundesgesundheitsministerium.de/ärzneimittel-aus-dem-ausland.html](http://www.bundesgesundheitsministerium.de/ärzneimittel-aus-dem-ausland.html)

### Getting sick during your stay in Germany

» In any case of emergency (severe symptoms, life-threatening symptoms, injuries from accidents etc.):

- Call the ambulance 112 or go to the emergency room of the nearest hospital.

» In case of not severe symptoms and illness (f.ex. cold, flue, nausea, mild pain, etc.) as well if you would like to have be examined (e.g. persistent dizziness, fatigue, stomach ache, etc.):

- Make an appointment for consultation of a **general practitioner** (*Allgemeinarzt, Hausarzt*).
- This is usually a general practitioner or specialist in internal medicine. The Hausarzt makes the initial diagnosis. They know your medical history and can refer you to a specialist or – depending on your health problem – straight to a hospital, if necessary.
- They will give you a **letter of referral** in such cases. Arrange an appointment before visiting a doctor and do not forget to cancel the appointment if you are no longer able to see the doctor.
- As a patient, you are free to choose your doctor. We recommend that you have a set **Hausarzt**.
- A **list of doctors** can be found at [www.arztsuche-bw.de/](http://www.arztsuche-bw.de/). Medical help in the evening, on weekends and public holiday when doctor's are closed (not life-threatening medical help): [www.116117.de/de/englisch.php](http://www.116117.de/de/englisch.php)

### Important in any case

Whenever you are in need of medical treatment, always take your health insurance card or similar insurance documents with you!

### Medicine

Simple medical aids and medicine are freely available at drugstores and supermarkets. The full range of medication can be purchased at a pharmacy (**Apotheke**). However, freely available

are only simple drugs i.e. painkillers like *Paracetamol*, *Ibuprofen* or *Aspirin*. In order to obtain more potent medication, you first need to consult a doctor for a prescription (Rezept) which then can be exchanged for medicine at the Apotheke.

## 8. Leisure Activities

### Excursions and activities of the International Office HFT

The International Office organises City Trips, International Coffee Breaks and special events.

#### City Trips

Explore Baden-Württemberg with us!

Every semester, the ISO organises several city trips within Baden-Württemberg for international students, which aims to get students acquainted with Stuttgart, Baden-Württemberg and Germany. The last semesters we've been f.ex. to Lake Constance/Bodensee, Ulm, Heidelberg, Karlsruhe, Baden-Baden, Freiburg, Tübingen, and many more!

» When: on **selected Saturdays** during the semester. Invitation will go out by email.

#### International Coffee Break

Meet up with international and German students in a casual atmosphere, enjoy coffee/tea, snacks and good chats. No registration, no costs – just come by and enjoy!

» When: **Every second Thursday night** during the semester. Invitation will go out by email.



#### Our social media channels

- Join our WhatsApp group to stay informed and get in touch with other Internationals at HFT Stuttgart: [Internationals@HFT](#)
- Follow our Instagram-Channel: [hft\\_international](#)



#### Sports opportunities through the University of Stuttgart

- There are plenty of opportunities to participate in activities at the sports institute of the University of Stuttgart in Vaihingen.

Please note: Early registration is necessary, please check the deadline well in advance:  
For more information visit <https://www.hochschulsport.uni-stuttgart.de/en/>

#### Further external activities

Language Exchange – find a language partner free of charge at [www.seagull-tandem.eu/](http://www.seagull-tandem.eu/)

The Welcome Center Stuttgart offers regular activities for students at <https://welcome.stuttgart.de/>

Homestay in a German host family: [www.experiment-ev.de/for-foreign-visitors/inbound](http://www.experiment-ev.de/for-foreign-visitors/inbound)

#### Special events in Stuttgart during the year:

The city of Stuttgart is organising events all year round, f. ex.:

- ✓ Frühlingsfest & Cannstatter Wasen (Beer festival) - Wasen, Bad Cannstatt
- ✓ Flohmarkt (Weekly flea market) - Karlsplatz, City Center
- ✓ Lichterfest (Lantern festival) - Killesberg
- ✓ Stuttgarter Weindorf (Wine village) - City Center
- ✓ Weihnachtsmarkt (Christmas market) - City Center

For details, please visit [www.stgt.com/stuttgart/homee.htm#events](http://www.stgt.com/stuttgart/homee.htm#events)

#### Tourist Information:

**i-Punkt** (Tourist Information)  
Marktstraße 2/Eingang  
Marktplatz  
70173 Stuttgart  
Tel. 0711 / 2228 - 0  
[www.stuttgart-tourist.de](http://www.stuttgart-tourist.de)