Hochschule für Technik Stuttgart
Akademisches Auslandsamt
International Student Office

Schellingstrasse 24
D-70174 Stuttgart

T +49 (0)711 8926 2925
F +49 (0)711 8926 2682

www.hft-stuttgart.de
iso.aaa@hft-stuttgart.de

Hochschule
für Technik
Stuttgart

Welcome
to Stuttgart

Information for International Students

Hello, and a warm welcome!

With the following pages, we want to simplify your first days in Stuttgart. The beginning in a new country is sometimes a bit difficult and confusing because you have to find your way around, come to terms with all the new impressions, ways of life and unfamiliar cultural conditions.

We hope the following information will be useful for you during your first days here in Stuttgart. For more details, please have a look at our website: www.hft-stuttgart.de/International/

We wish you a good start!
Your International Office Team

HFT - Hochschule für Technik Stuttgart: The campus

Important offices at Hochschule für Technik Stuttgart

International Student Office (ISO)
Building 1, 3rd floor, room 332
Office Hours: Mo – Fr 9:00 – 12:00, Do 14:00 – 16:00
lso.aaa@hft-stuttgart.de

Admissions Office (Studierendensekretariat)
Building 1, 1st floor, room 124
Tel. 0711 / 8926-2662 (-2659) (-2662)
studsek.vw@hft-stuttgart.de

Examination Office (Prüfungsamt)
Building 1, 1st floor, room 122.1
Office hours: Mo – Fr 9:00 – 12:00

Payment Office (Zahlstelle)
Building 1, 2nd floor, room 224

HFT Library & IT Service Point (Bibliothek)
HFT, Building 2, ground floor, entrance Hofdienergarage
Tel. 0711 / 8926-2927
bibliothek@hft-stuttgart.de

AStA - Student Union
HFT, Building 1, ground floor, room 011
Tel. 0711 / 8926-2644
asta@hft-stuttgart.de

BLOCK VIER e.V. - Student Club
HFT, Building 1, ground floor, room 011
Tel. 0711 / 8926-2644
blockvier@gmx.de

Student-ID Card (Chip Card System)

Hochschule für Technik issues student ID chip cards to their students. The front of the smart card shows the name of the university, the student's 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
- Extension of validity using chip card printer in building 1, 1st floor
- Copy card
- Charge card function (chargeable with cash and ec-card at charge machines)
- Payment card for cashless direct debit payments at the cafeteria and canteen (Mensa)
- VVS semester ticket for public transport
- Access authorisation for university buildings

Loss of the chip card

If you lose your student-ID card you have to report it immediately to the Registrar's Office!

Any loss of charged money on the card can not be refunded by the university.

Replacement of the chip card in case of loss or defect incurs a processing fee.

The following data are stored on the chip card system for access by the Registrar's Office: university, matriculation, 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.

Where to spend lunchtime?

The Hochschule für Technik has its own **cafeteria** on the ground floor in building 1 which serves snacks and small hot meals.
Opening hours: Mo – Do 7:30 – 15:45, Fr 07:30 – 14:00

Mensa 1 (student canteen) is within 5 minutes walking distance from the Hochschule in Holzgartenstrasse, next to the Kultur- und Kongresszentrum Liederhalle.
Opening hours: Mo – Fr 11:15 – 14:15

Mensa 2 is located on the Campus of the Vaihingen University.
Opening hours: Mo – Fr 11:15 – 14:15

The **city center** is within 5 minutes walking distance from the Hochschule. In Schulstrasse you'll find a lot of small fast-food restaurants and bistros or you try out the food court on the 2nd floor in the central shopping mall *Königsbau Passagen* at *Schlossplatz*.

Communication (internet & mobile phone)

Internet and e-mail accounts will be set up by HFT once your personal information has been acquired. You will be asked to sign specific user regulations. Please read them carefully! You may then use the provided computers in the different departments.
The computer center reserves the right to close your account immediately without any exceptions in case of violation of the legal agreements.

You will find the computer help desk (1st -level support) in building 2, ground floor, at the service point in the HFT library. There you will be given all your access details and also your personal mail address. You may then use the provided computers in the different departments.

Normally, you will get all your access details and personal email address from your study department during the introduction. You may then use the provided computers in the different departments. Otherwise, please ask the following contact persons:

Faculty A: Philipp Wolf Building 8, room 1.47 Tel: 89 26 - 23 40 philipp.wolf@hft-stuttgart.de	**Faculty B:** Ursula Müller Building 3, room 107 (3/107) Tel: 89 26 - 23 38 ursula.mueller@hft-stuttgart.de	**Faculty C:** Adriana Lalegname Building 2, room 367 (2/367) Tel: 89 26 - 23 57 adriana.lalegname@hft-stuttgart.de

Hotspots for **Free WiFi** provided by "Unitymedia Wifi" can be found via http://www.stuttgart.de/wlan.

Students from partner universities using eduroam can use their home universities login for the WLAN eduroam at HFT.

Mobile phone SIM-cards 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 last minimum for two years. You do not get out of the contract before and you have to cancel it well in advance, if you do not want to extent the contract for another two years.

Formalities

Apart from your **matriculation** as a student, there are some formal requirements you have to fulfill after your arrival in Stuttgart. If there are any problems or difficulties, you can ask us and we will help you.

Health insurance (*Krankenversicherung*)

International students need a valid health insurance providing full coverage of health costs.

Thus, we recommend getting a public health insurance in Germany.

- AOK Stuttgart-Böblingen, Breitscheidstr. 18, 70176 Stuttgart
- TK Stuttgart, Lautenschlagen Str. 22, 70173 Stuttgart

Students obtaining a German health insurance need to pass on their German bank details to their insurance in order to enable monthly debiting and to validate insurance cover.

EU-citizens with an EHIC are covered by the health insurance of their home country. Nevertheless, they need to get a verification from one of the above mentioned health insurances. This also applies to Non-EU-citizens with a private health insurance either from their home country or from Germany

Non-EU-citizens with a foreign or private health insurance have to let it verify as well.

Non-EU-citizens above the age of 30 need to get an adequate private health insurance.

- www.auslandsversicherung.de
- www.mawista.de

You will need:
- passport

Please bring the confirmation to the ISO as soon as possible, because only then we can give you the student ID card.

Registration at the citizen office (*Bürgerbüro*)

As a new resident, you have to register your address at the citizen office responsible for the place of living within two weeks after your arrival. In return, you will receive a registration confirmation (Meldebescheinigung) which needs to be kept with your passport.

You will need:

- passport
- address confirmation of the landloard
- registration form

Bank account & payments

The student housing services Studierendenwerk Stuttgart (SWS) will deduct the monthly rent directly from your bank account. Therefore, you will have to provide a German bank account in order to pay for your room.

- Deutsche Bank AG, Theodor-Heuss-Str. 3, 70174 Stuttgart
- BW-Bank

You will need:

- Passport
- Matriculation confirmation
- Registration confirmation (Meldebescheinigung) from the citizen office

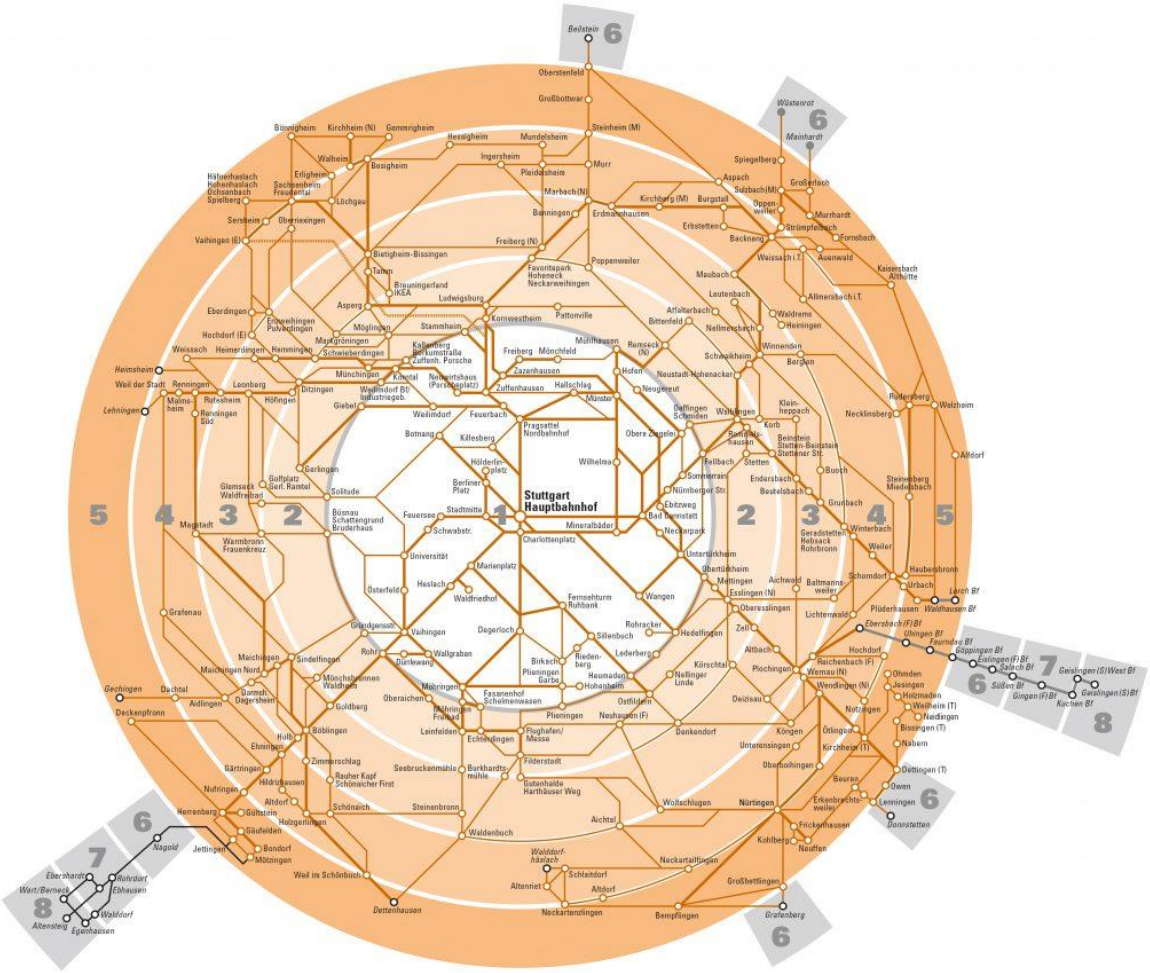
After you have opened a bank account, you are required to fill in a direct debit authorization letter (Bankeinzugsermächtigung) for the Studierendenwerk. This paper you received by the caretaker of your dormitory (Hausmeister) or your "Buddy" on your arrival day. It allows the Studierendenwerk to draw the rent automatically from your account. Please return the form to the caretaker or to the Studierendenwerk as soon as possible. Be aware that the monthly rent is drawn in advance at the beginning of the month or even before i.e. at the end of the previous month. Keep a sufficient amount of money in your account.
Besides the Studierendenwerk, the German health insurance company also need your bank details to withdraw the money directly from your bank account.

Please note: if you do not have enough money on your bank account for those transactions, you will have to pay a penalty fee for every failed transaction.

Public transport (VVS & SSB)

Most of you have to take the S-Bahn (S) or U-Bahn (U) to get to the Hochschule. The stops closest to the Hochschule are the S-Bahn station *Stadtmitte* or the U-Bahn stop *Börsenplatz* (U9, U14). Students who live downtown may walk or take the bus.

The cheapest ticket is a **student ticket** ("StudiTicket") for approximately 210 €, which is valid for six months, starting on the first day of the new semester. You can use it in all zones of the VVS public transport network in and around Stuttgart. More information can be found at www.vvs.de/.



Once you have received your official Student ID-card you can buy your StudiTicket at any of the nearby VVS or SSB ticket offices (*Stadtmitte/Rotebühlplatz, Charlottenplatz* or *Hauptbahnhof*). Students without StudiTicket nevertheless can use public transportation in all sectors for free after 18:00 and during the whole weekend simply by showing their student ID-card.

<u>You will need:</u>

- a passport photo
- student ID card
- money to pay

You can also buy the StudiTicket online, which is a bit cheaper and you can print it out again, when you lost the ticket, but therefore you first need a German bank account.

Further transportation opportunities:

- **Taxi** – Tel. 0711 / 55 10 000, www.taxi-auto-zentrale.de/
- **Carsharing** – https://stuttgart.stadtmobil.de/ and www.car2go.com/de/stuttgart/
- **Call a Bike Stuttgart –** bicycles or pedelecs for rent, http://www.callabike.de/stuttgart

Residence permit (*Aufenthaltserlaubnis*)

If you are not a citizen of the European Union, you have to go to the central visa office in order to obtain your student visa/residence permit.

- Amt für öffentliche Ordnung/Central Visa Office, Eberhardstr. 39, 70173 Stuttgart, 1st floor
- Bürgerservice Esslingen, Beblingerstr. 3+1, 73728 Esslingen

Please make an appointment at the visa office, if you entered Germany with a visa.

Students, who do not possess an approved visa from the German embassy of their home country are required to appear in person at the Info Desk of the central visa office.

Students who have entered Germany with a valid 90 day entry visa from the German embassy in their home country have to make an appointment with the central visa office. Contact numbers for visa appointments are available at http://www.stuttgart.de/item/show/318412.

Consulates and embassies

www.konsulate.de and http://www.stgt.com/stuttgart/konsuld.htm

Medical care and first aid

Emergency (police & accidents) - Tel. 110
Fire alarm service (fire, ambulance & emergency doctor) - Tel. 112
Poisoning - Tel. 0761 / 19240
Medical emergency service - Tel. 0711 / 2628012 (Mo - Fr 19:00 - 07:00 at night or all day at weekends)

Hospitals

Katharinenhospital
Kriegsberstr. 60, 70174 Stuttgart
Tel. 0711 / 27801

Olgahospital
Kriegsberstr. 62, 70174 Stuttgart
Tel. 0711 / 27804

Krankenhaus Bad Cannstatt
Prießnitzweg 24, 70374 Stuttgart
Tel. 0711 / 27802

Marienhospital
Böheimstraße 37, 70199 Stuttgart
Tel. 0711 / 64890

Robert-Bosch-Krankenhaus
Auerbachstraße 110, 70376 Stuttgart
Tel. 0711 / 81010

Diakonie-Klinikum Stuttgart
Rosenbergstraße 38, 70176 Stuttgart
Tel. 0711 / 9910

Always **take your health insurance card** or similar insurance documents with you **if you need medical treatment**! Hospitals usually only treat emergencies or patients transferred by a general practitioner.

Medical treatment

The first step in case of any health problem should be the consultation of a **general practitioner** (*Allgemeinarzt*). If the general practitioner is unable to help, you may be transferred to a specialist or – depending on your health problem – straight to a hospital. A **list of doctors** can be found at

http://www.stuttgart.de/item/show/18013/1/slnk/313310

http://www.dasoertliche.de/Themen/Arzt/Stuttgart.html

Medication an prescription

Simple medical aids and medicine such as herbal teas are freely available at drugstores and supermarkets. The full range of medication can be purchased at chemist's stores called **Apotheke**. However, freely available over the counter are only simple drugs i.e. painkillers like *Paracetamol* 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 nearest Apotheke.

Shopping (Opening hours)

The shops in the city center of Stuttgart are open Monday to Saturday from 9:30 to 20:00. In the outskirts of the city, opening times are likely to vary. You will not find any of the shops open on Sundays except some bakeries for two or three hours in the morning. Only petrol stations, some shops at the main station and at the airport are open on Sundays.

Leisure

i-Punkt (Tourist Information)
Königstraße 1a
70173 Stuttgart
Tel. 0711 / 2228 - 0
www.stuttgart-tourist.de

City events

Frühlingsfest (Spring fair) - Wasen, Bad Cannstatt
Flohmarkt (Weekly flea market) - Karlsplatz, City Center
Lichterfest (Lantern festival) - Killesberg
Stuttgarter Weindorf (Wine village) - Markt- und Schillerplatz, City Center
Cannstatter Volksfest (Autumn festival) - Wasen, Bad Cannstatt
Weihnachtsmarkt (Christmas market) - City Center

For details please visit www.stgt.com/stuttgart/homee.htm#events

Excursions and activities at HFT

Have a look at our cultural program for the current semester. The International Office arranges several **city tours and excursions** for you. Stay informed by joining our **Facebook group "HFT-International"**

https://www.facebook.com/groups/163684438050/

Once a week we also offer the **"International Coffee Break" at HFT**, which gives you the opportunity to meet up with other students to get to know each other or simply to have a chat. Students meet every Thursday from 5 p.m., room 330 in building 1.

Sports offers at Universität Stuttgart

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

For more information visit https://www.hochschulsport.uni-stuttgart.de/en/

Further activities

Language Exchange – find a language partner free of charge at http://seagull-tandem.eu/

The Welcome Center Stuttgart offers regular activities for students at www.welcome.stuttgart.de

Homestay in a German host family: http://www.experiment-ev.de/foreign-visitors/programs-in-germany