

# Information exchange students from overseas

Academic  
Year  
2018/2019



## How to apply

Before you apply, please make sure that you **have been nominated** by your home university for the exchange program at the University of Stuttgart!

## Language requirements by the time of registration (May 1/Nov 1)

➔ Please check if you can fulfill one of the following **requirements** by the time of registration:

- A** German language level of C 1\*
- B** OR German language level of B 2 or B 1\*  
+ mandatory: participation in the intensive German course; arrival one month in advance
- C** OR German language level of A 2\*  
+ English language level of at least B 1\* (this regulation does not apply to native speakers of English)  
+ mandatory: participation in the intensive German course; arrival one month in advance

Required are the original and an official translation into German or English!

### \* Please note:

We can only accept a proof of language skills according to the classification of the European Reference Frame [www.europaeischer-referenzrahmen.de](http://www.europaeischer-referenzrahmen.de)

If necessary, please ask the language center of your home university for conversion.

## To apply please proceed according to the following four steps:

### 1. Online registration for the exchange program via Mobility-Online



**Deadlines:** May 1, 2018 (winter semester 2018/19)  
November 1, 2018 (summer semester 2019)

You have to register for our exchange program via our web-based registration system Mobility-Online. As soon as you have been nominated you will be provided with the link to the Mobility-Online portal.



Please register with the official name given on your passport

### Follow the instructions given in the portal and upload:

- proof of German language skills (proficiency > see above)
- proof of English language skills (if necessary)
- passport-sized picture




## 2. Online application for admission to the University of Stuttgart via C@MPUS



**Deadlines:** June 1, 2018 (winter semester 2018/19)  
December 1, 2018 (summer semester 2019)

Please apply online for admission as non-degree program student at:

 <https://campus.uni-stuttgart.de/cusonline/webnav.ini> (from May1/Nov1 onwards)

 **Follow the instructions given and upload:**

- application form for admission after first printing it out from the C@MPUS portal and signing it
- transcript of records
- higher education entrance certificate (e. g. high school diploma, baccalauréat, GaoKao). Please upload the original and an official translation into German or English. Alternative: current confirmation of enrolment.
- APS document (applicable to students who hand in documents from a Chinese institution only)

## 3. Admission

If your C@MPUS application is correct and complete by the given deadline, you will be able to download your letter of admission (*Zulassungsbescheid*) from the C@MPUS portal no later than four weeks after the deadline.

## 4. Enrollment

Please continue with the enrollment procedure after your arrival in Stuttgart via your C@MPUS applicant account. We will provide you with further details upon arrival. You are then required to pay the semester contribution of about 110 EUR. The bank details can be found on your C@MPUS account.

**Visa regulations** Students from the EU, Australia, Brazil, Canada, Japan, South Korea and the US can enter Germany without a visa. They have to apply for a residence permit after their arrival in Stuttgart.

Students from non-EU countries other than mentioned above have to apply for a student visa at the German consulate of their home country at least 4-5 months previous to their arrival in Stuttgart.

**Proof of finance** In order to receive a **residence permit** upon arrival in Stuttgart you need a proof of adequate finances. This is possible through either

- a) an account summary from a German bank showing a sum of at least 735 € per month of the requested duration,
- b) a bank statement from your parents (template can be obtained at the International Office of the University of Stuttgart) or
- c) proof of a scholarship.



## Health Insurance

In Germany by law a proof of health insurance must be provided.

**Non-EU citizens have to purchase a German student health insurance upon arrival.** Otherwise you will not receive your residence permit and you cannot get enrolled.

Foreign insurances, travel health insurances or insurances of your home university for the whole study period at the University of Stuttgart **will not be accepted**. Further information will be provided by the IZ after your arrival.

If you participate in the intensive German course previous to the lecture period, we strongly **recommend taking out a travel health insurance for the period of March or September** (only). The student health insurance in Germany covers medical fees for visiting a doctor/dentist, hospital expenses and medicines.

## Intensive German course (IGC)

The University of Stuttgart offers an intensive German language course for exchange students. **Prerequisite:** A German level corresponding to at least A 2 and taking an **online placement** test upon arrival.

This course includes an **orientation program** (study counselling, group sessions for guidance on formalities you need to comply with, excursions etc.).

Please note: A course fee of 250 EUR will be charged and has to be paid **after** arrival. Registration: Via the MobilityOnline portal (see step 1).

	Course duration	Date of arrival	Registration deadline via Mobility Online
<b>Winter semester</b>	Mon, Sept 03, 2018- Fri, Oct 12, 2018	Mon, Sept 03, 2018	May 1, 2018
<b>Summer semester</b>	Thu, March 1 – Fri, April 06 , 2019	Thu, March 1, 2019	November 1, 2018

Only students who are present from the first day on can attend the IGC and participate in the **following extensive course** during the semester (once a week).

## Orientation days in October/April

We expect **our exchange students who do not attend the intensive German** course to attend our orientation days previous to the lecture period. You will receive useful information about studying and living in Stuttgart. Please sign up as soon as you arrive in Stuttgart.

	Orientation days	Date of arrival
<b>Winter semester</b>	Tue, Oct 9 – Thu, Oct 11, 2018	Tue, Oct 9, 2018
<b>Summer semester</b>	Tue, Apr 2 – Thu, Apr 4, 2019	Tue, Apr 2, 2019



**Accommodation** The International Office can arrange housing for exchange students from overseas in student dorms on request. Further information on how to **register online** for student housing will be emailed to successful applicants. It is the responsibility of the *Studierendenwerk Stuttgart/SWS* (organisation managing the dormitories) to allocate the dormitory rooms. We do not have any influence concerning the location or the exact price category of the allocated rooms. According to the regulations of the SWS students are required to book a minimum rental period:

Semester of stay	Rental contract from...	Rental contract until... (one semester)	Rental contract until... (two semesters)
Winter semester	...Sept 1, 2018 (students who attend the intensive German course) or ... Oct 1, 2018 (no IGC)	...Feb 28, 2019	...Aug 31, 2019
Summer semester	...March 1, 2019 (students who attend the intensive German course) or ... Apr 1, 2019 (no IGC)	...Aug 31, 2019	...Feb 29, 2020

Other periods of rental contracts are unfortunately not possible!  
In case you need to stay longer because of exams **contact the IZ** at the beginning of the lecture period!

**\* Please note:**

You will have to transfer a deposit+ 1<sup>st</sup> month rent in advance by a given deadline. Otherwise the reservation of your dorm room will be cancelled.

**Cost of living**

<b>Costs before arrival</b>	<b>Amount: Approx. 1500 €</b>
Deposit+ 1 <sup>st</sup> month rent (in order to reserve a room in the dormitories, see accommodation*)	700 € (deposit 400 € +1 <sup>st</sup> month rent 300 €)
+ other expenses (e.g. flight ticket, visa, travel health insurance for Sept/March)	...€
<b>Costs after arrival (once a semester)</b>	<b>Amount: Approx. 550 €</b>
Semester ticket (for public transport, valid 6 month)	approx. 200 €
Semester contribution (each semester)	approx. 110,00 €
Intensive German course (once only!)	250 €
<b>Costs after arrival (monthly)</b>	<b>Amount: Approx. 750 €</b>
Dormitory rent	between 280 and 400 €
Local student health insurance (compulsory)	approx. 90 €
Broadcasting contribution fee	17,50 €
Food	200 €
+ other incidental and personal expenses (e.g. books, university sports, leisure time)	... €



**Academic  
calendar  
2018/19**

<b>Winter semester:</b>	October 1 to March 31
Lecture period in the winter semester:	Mon, October 15, 2018 to Sat, Feb 09, 2019
<b>Summer semester:</b>	April 1 to September 30
Lecture period in the summer semester:	Mon, April 08, 2019 to Sat, July 20, 2019

Be aware, you may have exams during the lecture free period!  
Please note: If you cannot do the final exams here you might lose the credit points of the course.  
Christmas vacation: Sat, Dec 22, 2018 to Sun, Jan 06, 2019

**Buddy program  
ready.study.  
stuttgart**

In order to facilitate your first steps after your arrival in Stuttgart we offer our buddy program ready.study.stuttgart. For further information please visit the following link:  
[www.uni-stuttgart.de/en/study/international/ready-study-stuttgart/pick-up](http://www.uni-stuttgart.de/en/study/international/ready-study-stuttgart/pick-up)

**Websites of the  
University of  
Stuttgart**

[www.uni-stuttgart.de/universitaet/fakultaeten-institute](http://www.uni-stuttgart.de/universitaet/fakultaeten-institute) (departments of the university)  
[www.uni-stuttgart.de/en/study/international](http://www.uni-stuttgart.de/en/study/international) (study programs)  
[www.student.uni-stuttgart.de/studienorganisation/vorlesungsverzeichnis](http://www.student.uni-stuttgart.de/studienorganisation/vorlesungsverzeichnis) (schedule of lectures)