



**University of Stuttgart**  
International Affairs

## Information for Erasmus students for the academic year 2016/17

### How to apply

Please proceed according to the following **four steps**.

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

►►► **Deadlines:** May 1 (winter semester 2016/17), November 1, 2016 (summer semester 2017)

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

Please register online for the exchange program at

[https://www.service4mobility.com/europe/BewerbungServlet?identifier=STUTTGA01&kz\\_bew\\_art=IN&kz\\_bew\\_pers=S&aust\\_prog=SMS&sprache=en](https://www.service4mobility.com/europe/BewerbungServlet?identifier=STUTTGA01&kz_bew_art=IN&kz_bew_pers=S&aust_prog=SMS&sprache=en)

#### Required documents

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

- ☐ nomination of your home university
- ☐ a passport sized photo

After registering online please have the following documents (pdf files) **emailed to your Erasmus academic advisor** at the University of Stuttgart **AND** to: [incoming@ia.uni-stuttgart.de](mailto:incoming@ia.uni-stuttgart.de).

- ☐ a printout of your completed Mobility-Online **registration form**
- ☐ a **transcript of records** from your home university (either in English or in German)
- ☐ your **learning agreement** (signed by you and your home university)
- ☐ a proof of **German language skills** (minimum B1) **OR**
- ☐ a proof of **English language skills** (minimum B2)
- ☐ the filled in registration form for the **intensive German course** (IGC)

#### 2. Online application for admission to the university via C@MPUS

►►► **Deadlines:** June 1 (winter semester 2016/17), December 1, 2016 (summer semester 2017)

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

<https://campus.uni-stuttgart.de/cusonline/webnav.ini>.

**C@MPUS will be open as of the beginning of Mai.**

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
- ☐ **learning agreement** (signed by you, your home university **AND** your academic Erasmus coordinator at the University of Stuttgart)
- ☐ **higher education entrance qualification** (e.g. baccalauréat, high school diploma etc.)

### 3. Admission

If your application is correct and complete by the given deadline, you will be able to download your **letter of admission** (*Zulassungsbescheid*) no later than four weeks after the deadline. You are then required to pay the contribution fee of 104,50 EUR. The bank details can be found in your C@MPUS account.

### 4. Enrolment

Please continue with the **enrolment** procedure **AFTER** your arrival in Stuttgart via your C@MPUS applicant account. We will provide you with further details upon arrival. If you have further questions, please contact: [incoming@ia.uni-stuttgart.de](mailto:incoming@ia.uni-stuttgart.de)

### Cost of living

<b>Monthly cost of living expenses</b>	<b>about 750 EUR</b>
including:	
Accommodation	between 300 and 400 EUR
Health insurance (compulsory):	approx. 80 EUR
Semesterticket (for public transport - per semester)	approx. 200 EUR
Student administration fee (per semester):	approx. 104,50 EUR
+ other incidental and personal expenses (e.g. food, leisure time)	

### Intensive German course (IGC)

The University of Stuttgart offers an intensive German language course for visiting program students within partnership and ERASMUS programs. 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 **upon** arrival.

	Course duration	Date of arrival	Registration deadline
<b>Winter semester</b>	Wed, Sep 7 - Fri, Oct 7, 2016	Tue, Sep 6, 2016	May 1, 2016
<b>Summer semester</b>	Wed, Mar 1 – Fri, Apr 7, 2017	Tue, Feb 28, 2017	November 1, 2016

Only students who are present from the first day on can attend the IGC and participate in the following basic level course during the semester.

### Orientation days for students who do not participate in the intensive German course

We expect of our visiting program 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 dates

	Orientation days	Date of arrival
<b>Winter semester</b>	Tue, Oct 11 – Thu, Oct 13, 2016	Mon, Oct 10, 2016
<b>Summer semester</b>	Tue, Apr 4 – Thu, Apr 6, 2017	Mon, Apr 3, 2017

### Accommodation

**We are not able to provide rooms for the students during the ERASMUS exchange period.**

Students have to find accommodation on their own. Please arrange your housing matters as early as possible. Further information about housing can be found here:

<http://www.ia.uni-stuttgart.de/internet/studierende/practical/accomm/private/index.en.html>

We recommend strongly to apply as soon as possible at the Studierendenwerk Stuttgart for student dormitory: <https://www.studierendenwerk-stuttgart.de/en/onlinebewerbung-wohnen>

**You do not need to be officially admitted or enrolled to apply for student dormitory.**

### Health Insurance

In order to be enrolled at the University of Stuttgart, **EU citizens** are required to hold the **European Health Insurance Card**. Please do not forget to get the card from your health insurance provider before you come to Germany. **Non-EU citizens** have to purchase a student health insurance in Germany after their arrival. Please contact [incoming@ia.uni-stuttgart.de](mailto:incoming@ia.uni-stuttgart.de) for further information.

### 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 **visa** at the German consulate of their home country approximately 6 months previous to their arrival in Stuttgart.

### Academic calendar in the academic year 2016/17

<b>Winter semester:</b>	<b>October 1 to March 31</b>
Lecture period in the winter semester:	October 17, 2016 to February 11, 2017
<b>Summer semester:</b>	<b>April 1 to September 30</b>
Lecture period in the summer semester:	April 10, 2017 to July 22, 2017
<b>Be aware, you may have exams during the lecture free period!</b>	
Christmas vacation:	December 23, 2016 to January 7, 2017

### Web sites of the University of Stuttgart

<a href="http://www.uni-stuttgart.de/home/fakultaeten/index.en.html">http://www.uni-stuttgart.de/home/fakultaeten/index.en.html</a>	(departments of the university)
<a href="http://www.uni-stuttgart.de/ia/internat/studying/index.html">www.uni-stuttgart.de/ia/internat/studying/index.html</a>	(study programs)
<a href="https://campus.uni-stuttgart.de/cusonline/webnav.ini">https://campus.uni-stuttgart.de/cusonline/webnav.ini</a>	(schedule of lectures)

### Buddy program ready.study.stuttgart

In order to facilitate your first steps after your arrival in Stuttgart we offer our buddy program. For further information please visit the following link:

[www.ia.uni-stuttgart.de/internat/studierende/services/buddyprogramm/programmstudierende.en.html](http://www.ia.uni-stuttgart.de/internat/studierende/services/buddyprogramm/programmstudierende.en.html)