



Checklist for International Degree Students

Welcome to the Materials Science Master of Science at the University of Stuttgart!

Congratulations! You have successfully gone through the application process (<https://www.imw.uni-stuttgart.de/en/teaching/zulassung-master/>) and accepted your spot to begin studying at our master program.

We know that starting a new study program at a new university can be a stressful situation, so we've prepared a checklist for you to use as you begin this new journey in your academic and professional life.

Remember to always check any new regulations or any specific requirements that may be different for your particular case! This checklist is only a general guide and must not be taken as the only source of information. Be sure to always stay in contact with the corresponding people at the materials science institute, the international office and the Fachgruppe.



Academic calendar with current dates

Winter Semester 2024/25

Classes start: Mon, October 14, 2024 **Classes end:** Sat, Feb 08, 2025

Orientation week for first-semester students starts from Oct 7, 2024

Please note: There are no lectures from Monday, Dec 23, 2024 to Monday, Jan 6, 2025 (winter holidays)

Summer Semester 2025

Classes start: Mon, April 7, 2025 **Classes end:** Sat, July 19, 2025

Public holidays (in Baden-Württemberg)

Thursday, October 3, 2024	German Unification Day
Friday, November 1, 2024	All Saints' Day
Tuesday, December 24, 2024	Christmas Eve
Wednesday, December 25, 2024	1.Christmas Day
Thursday, December 26, 2024	2.Christmas Day
Tuesday, December 31, 2024	New Years' Eve
Wednesday, January 1, 2025	New Years' Day
Monday, January 6, 2025	Epiphany
Friday, April 18, 2025	Good Friday
Sunday, April 20, 2025	Easter Sunday
Monday, April 21, 2025	Easter Monday
Thursday, May 1, 2025	Labour Day
Thursday, May 29, 2025	Ascension Day
Sunday, June 8, 2025	Whit Sunday
Monday, June 9, 2025	Whit Monday
Thursday, June 19, 2025	Corpus Christi



Before your arrival in Stuttgart

- Find out whether you need an **entry visa or residence permit** for your stay in Germany in due time. Most non-EU/EEA citizens need a visa to enter Germany.

<https://www.make-it-in-germany.com/en/visa-residence/types/studying>

<https://www.bmi.bund.de/EN/topics/migration/law-on-foreigners/entry-and-residence/entry-and-residence-node.html>

The International Office at the University will help you with the application process.

- Attend the online information events for international students offered by the international office: You will get information on formalities.

<https://www.student.uni-stuttgart.de/en/startingout/international/orientation-days/>

- Attend the online information sessions with Dr. Schacherl and the Fachgruppe: You will get preliminary information about the master program.

- Register for the materials science welcome events organized by Dr. Schacherl and the Fachgruppe: You will get to know other students, the professors and the last details for starting with the master. These events will take place once the semester has already begun.

- Sign up for the Intercultural Mentoring Program, in which an experienced student will accompany you during your first semester in Stuttgart and support you.

<https://www.uni-stuttgart.de/en/study/international/support/mentoring/>

- Make sure to get all translations and notarizations of important documents (diplomas, degrees, birth certificate(s), marriage certificate, etc.) that are necessary.

- Search for accommodation! Student residences are available throughout the city and provide a smooth start for new students.

<https://www.uni-stuttgart.de/en/study/living-in-stuttgart/housing/>

<https://www.uni-stuttgart.de/en/study/living-in-stuttgart/housing/international/>

You will probably have to pay the deposit and first month of rent from your homeland account!

Unfortunately, there are a lot of scamsters out there. If someone promises to mail you the key to an apartment in exchange for a deposit, do not fall for it. Never pay a stranger upfront without doing due diligence.

- Get your health insurance set up:

Every resident of Germany needs to be insured. A proof of health insurance (Krankenversicherungsbescheinigung) is a prerequisite for completing your enrollment at the university and for obtaining a residence permit.



<https://www.student.uni-stuttgart.de/en/organizing-studies/formalities/health-insurance/>

Note: If you are above the age of 30, you are not entitled to publicly-funded statutory health insurance. You have to opt for a private health insurance plan.

- In addition, we **STRONGLY** recommend all students to sign up for personal liability insurance (Haftpflichtversicherung). This will provide coverage against liabilities, such as theft, loss of house keys, documents, etc. Companies like Getsafe or Feather offer customer support in English.

<https://www.check24.de/privathaftpflicht/>

On your day of arrival

If you move into a student dormitory:

- Go to the office of the caretaker (Hausmeister) of your dorm to get your keys. Please mind the office hours!
- Update you address in c@mpus and in any other services that may need this updated information.
- Move into your dorm room and relax.

The following days after your arrival

- Residence Registration:

Register your new address officially with the city. To do this, you must go during the opening hours to the corresponding Bürgerbüro and bring all the necessary documents with you. Non EU/EEA citizens should also bring their passports and visas along. **The residence registration (Anmeldung) is NOT a residence permit, it is only a proof of address.**

<https://www.stuttgart.de/organigramm/leistungen/wohnsitz-anmelden-als-hauptwohnsitz.php>

Important:

You must register your local address at the Bürgerbüro within 14 days of moving in. A proof of address registration (Meldebestätigung) is a legal prerequisite for opening bank accounts, getting a mobile phone contract, taking up a job, etc.



The citizens' offices tend to be extremely crowded. It is therefore recommended to make an appointment to complete your residence registration (Anmeldung) in time. This can be done online at:

<https://service.stuttgart.de/ssc-app-stuttgart/?m=32-42>

Only register the address of the house and not the number of your room. Otherwise there could be problems with the broadcasting fee.

If you move to another place, you need to communicate your new address.

Non-EU students who need to apply for a residence permit can only do so in the city where they are currently registered.

Obtaining the tax identification number:

The German tax identification number will be sent to you automatically by mail within about one month and you will probably need this for opening a bank account at a local bank.

https://www.bzst.de/DE/Privatpersonen/SteuerlicheIdentifikationsnummer/steuerlicheIdentifikationsnummer_node.html

Obtaining the pension identification number:

The Deutsche Rentenversicherung will send you an identification number (similar to the social security number) via post within one month.

<https://www.deutsche-rentenversicherung.de/>

Opening of a bank account:

You have the option of opening an account either at an online bank or at a branch in Stuttgart.

Some banks do not open accounts for people from certain countries or offer their services in English. If this is the case, please try again at another bank!

<https://www.simplegermany.com/banking-in-germany/>

If you have a blocked account, follow the instructions given by your bank and check any restrictions.

Sign a mobile phone contract with a German provider.

<https://handytarife.check24.de/lp/handy>

Registration to pay the public broadcasting fee:

Register your apartment at www.rundfunkbeitrag.de

Tip: In a shared flat (WG), you can share the contribution with your flatmates.

Note: The broadcasting fee is mandatory (even if you do not own an actual radio or TV set). Each house needs to pay a monthly contribution of around EUR 18,40.

Get your tickets for public transportation. We recommend getting the DeutschlandTicket.



Check your options under “Schüler, Azubis und Studierende” at <https://www.ssb-ag.de/Tickets/>

If you need help, you can always go to one of the sales offices of the SSB (Stuttgarter Straßenbahnen) or VVS (Verkehrsverbund Stuttgart).

Note: The payment interface of the SSB/VVS may not accept all credit/debit cards. It might be useful to set up a PayPal account for purchasing the DeutschlandTicket.

Residence permit

<https://www.uni-stuttgart.de/en/study/international/visa/>

Your visa is only valid for a limited period. It is essential to apply for a residence permit before the visa expires.

Students from countries for which an entrance visa is required must have a student visa issued by the German embassy in their home country. If your visa does not cover the whole period of your stay, you need to apply for a residence permit with the (Ausländerbehörde).

<https://www.stuttgart.de/buergerinnen-und-buerger/migranten/informationen-der-auslaenderbehoerde/auslaenderbehoerde-terminvereinbarung.php>

You must apply for an extension before your visa or residence permit expires. The foreigners' office **WILL NOT SEND YOU A REMINDER.**

Navigating the nitty-gritties of the Ausländerbehörde is **VERY** challenging. We recommend getting in touch with people who have already gone through the process. There are plenty of international researchers at the IMW who can help you with this.

Not required but recommended: Get your foreign Bachelors' or Masters' degree validated by a German agency. An equivalence certificate (Äquivalenzprüfung) is a useful document to have.

<https://www.anerkennung-in-deutschland.de/html/en/index.php>

Work permit

Students who are EU citizens can work a maximum of 20 hours per week in accordance with the applicable laws for German students.

Non-EU students may only work in accordance with their visa or residence permit (normally 140 full days or 280 half days maximum per calendar year and in addition as a student research assistant (HiWi) at the University.

Check that your visa/residence permit allows you to work in the country. Otherwise, you might need to apply for a change in your visa category at the Ausländerbehörde.

HiWi positions are usually advertised on department webpages. Postings can also be found outside the lecture halls. You can also directly reach out to research group leaders.

Registration at the university: Please log into your account at c@mpus and open your application.



- Submit all the data requested in your C@MPUS account.
- Upload your passport photo and the other specified documents.
- Payment of the semester fee*:

Information on the payment will appear on c@mpus automatically once you're accepted on the program.

Payment is only possible by bank transfer, please make sure to use the given payment reference, otherwise the money cannot be assigned.

The enrollment can only be completed after the money has been credited to the university's account.

We recommend starting the enrollment process while you are still abroad.

<https://www.student.uni-stuttgart.de/en/organizing-studies/formalities/enrollment/>

At the beginning of the semester

- Attend the materials science welcome events organized by Dr. Schacherl and the Fachgruppe: you will get to know other students, the professors and other details for starting your studies.
- Make sure to grab your **Materials Science welcome kit**: We have prepared a welcome bundle for you. It contains information about some formalities, living in Stuttgart and all about the master program. This will also contain the **welcome guide** that the International Office provides!
- Register for the classes: check out our "Master program organization" handout to help you better plan which classes you're going to attend each semester.
- Get you student ID card:

Approximately 1 to 2 weeks after paying the semester fee, you will receive your student ID by mail if you have your place of residence in Germany. Otherwise you need to pick it up at the university campus.

For a smooth start in Stuttgart

- Safety first: get to know the emergency numbers
 - 112 - Emergency doctor/Ambulance and fire and rescue service
 - 110 - Police



116 117 - If you need medical assistance outside of normal office hours but it's not life threatening, you can call the following number:

- Attend preparatory workshops, German language courses and activities offered by the International Office.
- Sign up for the international buddy program [ready.study.stuttgart](https://www.student.uni-stuttgart.de/en/startingout/international/ready-study-stuttgart/), which aims to support you during your start here in Stuttgart.

<https://www.student.uni-stuttgart.de/en/startingout/international/ready-study-stuttgart/>

- Check out the information and activities offered by
 - Welcome Center for new residents of the City of Stuttgart:

<https://welcome.stuttgart.de/welcomecenter/en/>

- Tourist information of the City of Stuttgart:

<https://www.stuttgart-tourist.de/en>