



Universität Stuttgart

International Affairs

Information for ERASMUS students for the summer semester 2016

1. How to apply

The application procedure for Erasmus students is to be completed in **six steps**:

1. Nomination: deadline November 15, 2015:

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

2. Online registration for the exchange program: deadline December 15, 2015

At the moment we are switching to a new online registration platform named Mobility-Online. You will have to register via this new web-based registration system. **We will send you the link as soon as the platform is activated.** In the meantime you should collect your application documents.

3. Contact your Erasmus academic advisor:

After registering online, please send your complete application documents in pdf by email to **your Erasmus academic advisor** **AND** to incoming@ia.uni-stuttgart.de

Application documents are:

- A printout of your completed **online registration form**
- **Transcript of records** from your home university either in English or in German
- **Learning Agreement, signed** by your home university **AND** your Erasmus academic advisor in Stuttgart
- Proof of German language skills
 - **of at least level B1 by the time of application – AND** participation in the **intensive German course.**
 - Students who attend courses in **English** should submit a proof of **B2** in English.
- A filled in **registration form for the intensive German course**

4. Online application for admission to the university via C@MPUS: deadline December 15, 2015

Please apply online for admission as **non-degree program** student at <https://campus.uni-stuttgart.de/cusonline/webnav.ini>. The online portal is open as of **Dec. 1, 2015**. You can find a guideline to C@MPUS in the attachment.

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

5. 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 can now pay the semester fee of 106,50 EUR. The bank details can be found in your C@MPUS account.

6. Enrolment:

Please **continue with the enrolment** procedure after your arrival in Stuttgart via our C@MPUS applicant account. We will provide you with further details upon arrival.

2. Cost of living

Monthly cost of living expenses	about 750 EUR
including:	
Accommodation	between 300 and 400 EUR
Semesterticket (for public transport - per semester)	approx. 200 EUR
Student administration fee (per semester):	106,50 EUR
+ other incidental expenses	

3. Intensive German course

The University of Stuttgart offers an intensive German course for visiting program students within partnership programs. **Prerequisite:** Taking an **online placement test** upon arrival. The registration form you will receive from International Affairs. This course includes an **orientation program**. A course fee of 250 EUR will be charged and has to be paid in the course after arrival.

	Course duration	Date of arrival	Application deadline
Summer semester	Wed, Mar 2 – Fri, Apr 1, 2016	Tue, Mar 1, 2016	December 1, 2015

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

4. 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 join 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.

	Program duration dates	Date of arrival
Summer semester	Wed, Mar 30 + Thu, Mar 31, 2016	Tue, Mar 29, 2016

5. 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/internat/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.

6. 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 (approx. 80€/month). Please contact incoming@ia.uni-stuttgart.de for further information.

7. Visa regulations

ERASMUS students from EU countries do not need a visa. They only have to register with the Residents' Registration Office upon arrival as German citizens also do.

ERASMUS students from non-EU countries have to apply for a **student visa** at the German consulate of their home country approximately 3 months prior to their arrival in Stuttgart. You **cannot** be enrolled if you have a tourist visa only, even if you won't be staying for more than three months!

8. Academic calendar in the SS 2016

Summer semester:	April 1 to September 30
Lecture period in the summer semester:	Mon, April 4, 2016 to Sat, July 16, 2016

Be aware, you may have exams during the lecture free period!

9. Websites of the University of Stuttgart

Further information: www.ia.uni-stuttgart.de/internat/bewerber/program/Erasmus/application/index.en.html

Erasmus FAQ: www.ia.uni-stuttgart.de/internat/bewerber/program/Erasmus/faq_erasmus/index.en.html

Departments of the university: www.uni-stuttgart.de/organisation/fakultaeten/

Study programs: www.uni-stuttgart.de/ia/internat/studying/index.html

Online course catalogue: <http://lsf.uni-stuttgart.de/>

10. Buddy program ready.study.stuttgart

Our new international buddy program ready.study.stuttgart exclusively offers a **pick-up service** for all international exchange students from our partner universities. Our buddies will meet you at the airport or at the main station and accompany you to your privately organized accommodation. Detailed information can be found here:

www.ia.uni-stuttgart.de/internat/studierende/services/buddyprogramm/programmstudierende.en.html