

# Hochschule für Technik Stuttgart

## Welcome to HFT-Stuttgart



## Greetings from the International Office Team

Dear international student,

We warmly welcome you to HFT Stuttgart!

Entering a new country is often accompanied by many new impressions. You have to get along with the new culture and its customs, a new language, new people and new surroundings. And if coping with the new everyday life is not difficult and confusing enough, you also have to get along with HFT's study life.

With this brochure, we would like to give you all relevant information, that might simplify your start in Stuttgart and at HFT.

We hope the following information will be useful to you during your first days here in Stuttgart and help you acquaint yourself with the facilities in and around HFT Stuttgart. For more details, please have a look at our website: [www.hft-stuttgart.de/International/](http://www.hft-stuttgart.de/International/).

If you have any questions or need support or advice, we will be happy to assist you.

We wish you a good start and much success with your studies!  
Your International Office Team

## Our contacts

International Office – International Students  
Schellingstr. 24, 70174 Stuttgart  
Building 1, 3<sup>rd</sup> floor, room 330

Office Hours:  
Mon – Thu 9:00 – 12:00 o'clock  
Additionally Tue 12:00 – 14:00 o'clock  
Or make an appointment

Tina Panzer  
Tel. 0711 / 8926-2379  
Email: [isoaaa@hft-stuttgart.de](mailto:isoaaa@hft-stuttgart.de)

Susanne Widmann-Klein  
Tel. 0711 / 8926-2925  
Email: [incoming@hft-stuttgart.de](mailto:incoming@hft-stuttgart.de)

## Destination HFT Stuttgart



The **Federal Republic of Germany** is situated in the heart of Europe and its national capital is Berlin.

The nation covers an area of 357,000 km<sup>2</sup>; it is the 63rd largest country in the world, the 7th largest in Europe, and the 4th largest in the European Union.

Germany has a total population of about 83 million people. While this figure is declining, Germany is still the 14th most populous country in the world and the most populous in the European Union

Germany's position as a geographical link between Eastern and Western Europe as well as between Scandinavia and the Mediterranean has become even more clearly defined since reunification in 1989. As one of the founding members of what is today the European Union, Germany plays a leading role in European political affairs and hosts the European Central Bank in Frankfurt.

Germany consists of 16 federal states, known as "Länder", each with its own capital.

**Baden-Württemberg** is one of the richest federal states in Germany, which can be seen in the blooming economy. The state capital Stuttgart is the economic centre of Southwest Germany and is known worldwide for its automotive expertise. Stuttgart is also famous for engineering, architecture and culture and it is beautifully located within vineyards.



**HFT Stuttgart** has been training students since 1832, and the original winter school for craftsmen has long since become a modern University of Applied Sciences. Three faculties offer 34 Bachelor's and Master's degree courses. Fields of study are architecture, civil engineering, building physics, computer science, interior design, mathematics, geomatics and business management.

The university is characterised by inter-faculty projects and contacts to numerous companies in Stuttgart and the region as an attractive business location. The practice-oriented education is characterized by supervision in small learning and semester units and the professional experience of all professors.

Students appreciate the central inner-city campus. HFT Stuttgart is situated right in the city centre of Stuttgart. From the main railway station or the S-Bahn station Stadtmitte it is only a 10-15 minute walk to reach the campus.



HFT Stuttgart has its own **cafeteria** on the ground floor in building 1, which serves snacks and small hot meals.

**Mensa 1** (student canteen) can be reached within 10 minutes walking distance from HFT Stuttgart and is situated in Ossietzkystraße 3, next to the Katharinenhospital.

**Mensa 2** is located on the Vaihingen campus of the University of Stuttgart.

The **city centre** is within 5 minutes walking distance from HFT Stuttgart. In Schulstrasse you'll find a lot of small fast-food restaurants and bistro,s or you can try out the food court on the 2<sup>nd</sup> floor of the central shopping mall *Königsbau Passagen* at *Schlossplatz*.

## 1. Important offices at HFT Stuttgart

### **Admissions Office** (Studierendensekretariat)

Building 1, 1<sup>st</sup> floor, room 124  
Office hours: Mo – Fr 9:00 – 12:00  
Tel. 0711 / 8926-2662 (-2659)  
[studsek@hft-stuttgart.de](mailto:studsek@hft-stuttgart.de)

### **Examination Office** (Prüfungsamt)

Building 1, 1<sup>st</sup> floor, room 122.1  
Office hours: Mo – Fr 9:00 – 12:00

### **HFT Library & IT Service Point** (Bibliothek)

HFT, Building 2, ground floor, entrance Hofdienergarage  
Tel. 0711 / 8926-2927  
[bibliothek@hft-stuttgart.de](mailto:bibliothek@hft-stuttgart.de)

### **ASTA** - Student Union

HFT, Building 1, ground floor, room 011  
Tel. 0711 / 8926-2644  
[asta@hft-stuttgart.de](mailto:asta@hft-stuttgart.de)

### **BLOCK VIER e.V.** - Student Club

HFT, Building 1, ground floor, room 011  
Tel. 0711 / 8926-2644  
[blockvier@gmx.de](mailto:blockvier@gmx.de)

## 2. Student ID Card (Chip Card System)

HFT Stuttgart issues student ID chip cards to their students. The front of the smart card shows the name of the university, the student's last 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. Every semester, after you have re-registered you also need to re-validate your student ID card, for example in building 1, 1<sup>st</sup> floor using the chipcard printer. In addition, you can upload money on the student ID card to pay in the cafeteria, mensa or for the washing machine in your dormitory. There is for example a charge machine (chargeable with cash and ec-card) in building 1, ground floor, next to the entrance of the cafeteria. Further automats can be found in the mensa and in some student dormitories.

### **Chip Card Functions**

- Student ID card
- Library card
- Extension of validity using chip card printer in building 1, 1<sup>st</sup> 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)
- 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 Admissions Office! Any charged money on the card cannot 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 and 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.

### 3. Public transport

Most of you have to take the S-Bahn (S) or U-Bahn (U) to get to HFT Stuttgart. 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 options are the “**Ausbildungsticket**” or the “**DeutschlandTicket**”. Both ticket options are subscriptions (which you need to cancel on time if no longer needed. Payments are done monthly by SEPA direct debit (you need a bank account).

Please check the website of the public transport since ticket options might change until the time of your arrival in Germany. Information can be found at <https://www.ssb-ag.de/tickets/schueler-azubis-und-studierende/> as well on [www.vvs.de](http://www.vvs.de).

Once you have received your Student ID-card you can buy your ticket online or at any of the nearby VVS or SSB ticket offices (*Stadtmitte/Rotebühlplatz*, *Charlottenplatz* or *Hauptbahnhof*). Please have ready a passport picture, your student ID-card and your bank account details.

Further transportation opportunities:

- **Bike sharing RegioRad** (bicycles or pedelecs for rent): <https://www.regioradstuttgart.de/en/home>
- **Call a Bike Stuttgart** (bicycles or pedelecs for rent): <https://www.callabike.de/en/home>
- **Carsharing** – <https://stuttgart.stadtmobil.de/> and [www.car2go.com/de/stuttgart/](http://www.car2go.com/de/stuttgart/)
- **Taxi** – Tel. 0711 / 55 10 000, [www.taxi-auto-zentrale.de/](http://www.taxi-auto-zentrale.de/)

### 4. Communication (internet & mobile phone)

**Internet and email accounts** will be set up by HFT once your personal information has been acquired. You will be asked to join a security briefing and sign specific user regulations before you are provided with your login data. With these, you have access to your personal HFT email account, the learning platform moodle, the LSF portal to register for exams and do the re-registration for the next semesters and you can also use student computers in the different departments. The computer centre reserves the right to close your account immediately without any exceptions in case of violation of the legal agreements.

Contact persons for the internet and email accounts in the faculties:

<b>Faculty A:</b> Nicole Wanner Building 8, room 8/2.07 Tel: 89 26 - 2531 <a href="mailto:nicole.wanner@hft-stuttgart.de">nicole.wanner@hft-stuttgart.de</a>	<b>Faculty B:</b> Ursula Müller Building 3, room 3/107 Tel: 89 26 - 23 38 <a href="mailto:ursula.mueller@hft-stuttgart.de">ursula.mueller@hft-stuttgart.de</a>	<b>Faculty C:</b> Adriana Lalegname Building 2, room 2/367 Tel: 89 26 - 23 57 <a href="mailto:adriana.lalegname@hft-stuttgart.de">adriana.lalegname@hft-stuttgart.de</a>
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There is also a computer help desk (1st -level support) in building 2, ground floor, at the service point of the HFT library. Should you have questions about the IT services at HFT, please contact them: [ist@hft-stuttgart.de](mailto:ist@hft-stuttgart.de).

Hotspots for **Free WiFi** can be found via <https://www.stuttgart-tourist.de/en/free-wifi>.

Students from partner universities using eduroam can use their home university 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 a minimum of two years. You cannot get out of the contract before and you have to cancel it well in advance if you do not want to extend the contract for another two years.

## 5. Residence Permit

EU students and non-EU students who have entered Germany with a visa, which is valid for the whole period of stay, do not need to apply for a residence permit. This especially applies to exchange students with a 6-month-visa, who stay at HFT for 1 semester.

Non-EU students, who only have a 90-day entry visa or who entered Germany without a visa because of country specific exemptions have to get in contact with the central visa office in Stuttgart to obtain a residence permit within 90 days after their arrival. Please start the process well in advance. Contact details are available at

<https://www.stuttgart.de/organigramm/leistungen/aufenthaltserlaubnis-beantragen-zum-zweck-des-studiums-sprachkurs-schulbesuch.php>

Amt für öffentliche Ordnung  
Central Visa Office  
Eberhardstr. 39, 1<sup>st</sup> floor  
70173 Stuttgart

Einwohnermeldeamt Esslingen  
Citizen Office  
Beblingerstraße 1 – 3, ground floor  
73728 Esslingen am Neckar

The residence permit normally lasts for half a year or one year depending on the amount of money the student can prove for financing their stay. Thus, the validity of the residence permit is limited as well. Please extend your residence permit well before the expiration date.

**Consulates and embassies:** <http://www.stgt.com/stuttgart/konsuld.htm> and [www.konsulate.de](http://www.konsulate.de)

## 6. Medical care and first aid

### Emergency numbers

Police and any kind of emergency	Tel. 110
Ambulance (emergency doctor), Fire alarm service	Tel. 112
Poison Control	Tel. 0761/19240
Medical emergency service (Mon-Thu 19:00 – 07:00, Fri 14:00 - 07:00, Sat-Sun whole day)	Tel. 0711 / 2628012

Whenever you are in need of medical treatment, always take your health insurance card or similar insurance documents with you!!!

The first step in case of any health problem should be the consultation of a **general practitioner** (*Allgemeinarzt*). As a patient, you are free to choose your doctor. We recommend that you have a set **family doctor**. This is usually a general practitioner or specialist in internal medicine. The family doctor makes the initial diagnosis. They know your medical history and can refer you to a specialist or – depending on your health problem – straight to a hospital, if necessary. They will give you a **letter of referral** in such cases. Arrange an appointment before visiting a doctor and do not forget to cancel the appointment if you are no longer able to see the doctor.

**Please note: Hospitals usually only treat emergencies** or patients transferred by a general practitioner.

A **list of doctors** can be found at

- <https://www.arztsuche-bw.de/>
- Medical help in the evening, on weekends and public holiday when doctor's are closed (not life-threatening medical help): <https://www.116117.de/de/englisch.php>

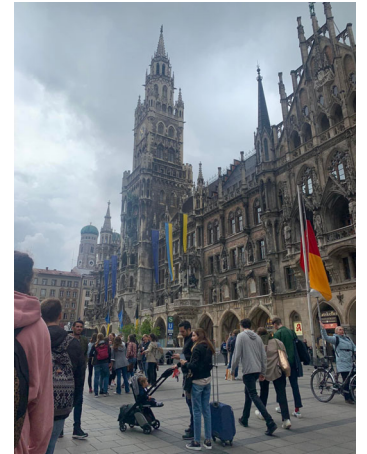
Simple medical aids and medicine such as herbal teas are freely available at drugstores and supermarkets. The full range of medication can be purchased at a pharmacy (**Apotheke**). However, freely available over the counter are only simple drugs i.e. painkillers like *Paracetamol*, *Ibuprofen* or *Aspirin*. 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.

## 7. Leisure Activities

### Excursions and activities at HFT

Every semester, the ISO organises a **cultural program** for international students, which aims to get students acquainted with Stuttgart, Baden-Württemberg and Germany.

We do offer several excursions, which have been trips to Lake Constance/Bodensee, Munich, Ulm, Schloss Schwetzingen, Heidelberg, Karlsruhe, Baden-Baden, Freiburg and many more!





And every second Thursday 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:



**Social Media:**

Stay informed by joining our  
**Facebook group:** HFT-International  
<https://www.facebook.com/groups/163684438050/>  
**WhatsApp group:** Internationals@HFT  
**Instagram-Chanel:** hft\_international



**Sports opportunities through the University of Stuttgart**

There are plenty of opportunities to participate in activities at the sports institute of the University of Stuttgart 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 <https://www.seagull-tandem.eu/>  
 The Welcome Center Stuttgart offers regular activities for students at <https://welcome.stuttgart.de/>  
 Homestay in a German host family: <https://www.experiment-ev.de/for-foreign-visitors/inbound>

**Special events in Stuttgart during the year:**

- The city of Stuttgart is organising events all year round, f. ex.:
- ✓ Frühlingsfest (Spring beer festival) - Wasen, Bad Cannstatt
  - ✓ Flohmarkt (Weekly flea market) - Karlsplatz, City Center
  - ✓ Lichterfest (Lantern festival) - Killesberg
  - ✓ Stuttgarter Weindorf (Wine village) - City Center
  - ✓ Cannstatter Volksfest (Beer festival) Bad Cannstatt
  - ✓ Weihnachtsmarkt (Christmas market) - City Center

For details please visit [www.stgt.com/stuttgart/homee.htm#events](http://www.stgt.com/stuttgart/homee.htm#events)

**Tourist Information:**

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