



INTERNATIONAL STUDENTS ORGANISATION

Guideline for International Students & Buddies

Dear **incoming students**,

The International Student Organisation of Hohenheim (ISO) would like to warmly welcome you to the University of Hohenheim. We are sure you will have a great time studying here on one of the most beautiful campuses in Germany.

To make your stay here as convenient as possible, we wrote this comprehensive **guideline** for you to go through (especially during your first days in Hohenheim), explaining exactly when and where you have to do what and in which order.

On top of that, if you have a **Buddy**, he or she will help you with the different bureaucratic and organizational hurdles you might face during the registration process. In case your assigned buddy is not providing sufficient support for you during the bureaucratic process, please let us know.

Dear **Buddies**,

first of all, thank you very much for your commitment. Without you, this program would not be able to exist. We assume that you will get a nice intercultural experience and at the end of the semester you will be proud to have navigated an international student through all the hardships of the German bureaucracy and having made their stay in Hohenheim as amazing as possible. Please try to contact the incoming student as soon as we provide you with his/her contact information.

If the student does not answer you within a week, feel free to contact us. Some students do not answer immediately because they are still on holidays or travelling.

The first thing you should do is schedule the arrival time with the international student. In case you absolutely cannot pick the student up from the airport/train station, please ask a friend or a family member to do it. In case that is also not possible, please contact us directly via iso.buddy@uni-hohenheim.de.

But please, be aware that the welcoming and picking up of the international students is one of the most important tasks and that it is very complicated for us to find a replacement.

Please follow the “List of the most important tasks” found on the next pages. If you need any help or have any problems, feel free to contact us via iso.buddy@uni-hohenheim.de.

We wish you an awesome semester with your Buddy and hope to see you soon at one of our events!

Best wishes,

Your ISO Buddy Team

List of the most important tasks

Nr.	Task	Required Documents
1	Moving into your room	Passport
2	Registration at Municipality	Passport, "Wohnungsgeberbescheinigung", address
3	Bank account	Passport, registration certificate, letter of admission, German tax-ID
4	Pay tuition & registration fee	
5	Health insurance	
6	Visa	Passport, letter of admission, registration certificate, accommodation contract, proof of health insurance, bank statement, biometrical photo, money, filled out application form
7	Register at the University	Letter of admission, payment proof, proof of health insurance, passport
8	Room contract/rent	Bank account details
9	Register at KIM	Student ID

The registration process might differ a bit, depending on your country of origin and whether you are a short term exchange student or a degree seeking student

1 Moving into your Room

Please be aware that you are responsible for moving into your room and that your buddy can not pick up the keys to your room for you.

For moving in, please keep your passport ready.

In case you live in a student dormitory, you should contact the respective caretaker about two weeks in advance of your arrival date and tell him when exactly you plan to arrive at the dormitory. Generally, picking up the keys is only possible during the week, not on the weekend. If the caretaker is not available at the time of your arrival or if you arrive outside of the working hours of the caretaker, please contact the tutors of your dormitory via their email address tutoren.hohenheim@gmail.com.

Student Dormitory	Caretaker	Contact
Schwerzstraße	Mr. Hein	horst.hein@sw-tuebingen-hohenheim.de 0711 / 458 073934 Schwerzstraße 1a Mon 1:00 - 1:30 pm Tue 7:30 - 8:00 am Thu 1:00 - 1:30 pm
Im Chausseefeld	Mr. Lichtner	uwe.lichtner@sw-tuebingen-hohenheim.de 0711 / 458 6482 Im Chausseefeld 9 Mon 1:00 - 1:30 pm Tue 7:30 - 8:00 am Thu 12:00 - 12:30 pm
Fruwirthstraße & Egilolfstraße	Mr. Grohschopf Mr. Rühmann	olaf.grohschopf@sw-tuebingen-hohenheim.de 0711 / 253 5790 quenther.ruehmann@sw-tuebingen-hohenheim.de 0711 / 458 075555 Egilolfstraße 53 Mon 1:00 - 1:30 pm Tue 7:30 - 8:00 am Thu 1:00 - 1:30 pm
Edith-Stein-Straße (Ostfildern)	Mr. Grohschopf Mr. Rühmann	olaf.grohschopf@sw-tuebingen-hohenheim.de 0711 / 253 5790 quenther.ruehmann@sw-tuebingen-hohenheim.de 0711 / 458 075555 Edith-Stein-Straße 3 Thu 7:30 - 8:00 am

In case you could not find any accommodation, please contact housing@uni-hohenheim.de.

2 Registration at Municipality

Within the first two weeks of your arrival you have to register your address at the town hall (“Bürgerbüro”) of the city you are living in.

For that, please bring your passport, your residence address and the “Wohnungsgeberbestätigung” you received from the caretaker when you moved into your room.

In case you do not live in a student dormitory, the document for the “Wohnungsgeberbestätigung” can be downloaded from the website of the city you are living in.

<https://www.stuttgart.de/img/mdb/form/6984/112335.pdf> for Stuttgart.

http://www.ostfildern.de/multimedia/2016_Wohnungsgeberbestaetigung_erw-p-14492.pdf for Ostfildern.

For other cities, please look for the document on the respective website of the city you are living in.

At the town hall, you have to fill out additional documents which will be provided there.

Town Hall	Opening Hours
Bürgerbüro Plieningen Filderhauptstraße 155 70599 Stuttgart 0711 / 216 93700	Mon, Tue, Thu, Fri 8:30 am - 1:00 pm Tue 2:00 pm - 4:00 pm Thu 2:00 pm - 6:00 pm
Bürgerservice Ostfildern Gerhard-Koch-Straße 1 73760 Ostfildern 0711 / 3404 118	Mon, Tue, Thu 8:00 am - 6:00 pm Wed, Fri 8:00 am - 12:00 noon Sat 9:00 am - 12:00 noon

After registering your address, you have to wait until you receive your German tax-ID to open a Bank Account.

3 Bank Account

To open a bank account, we recommend you to make an appointment, since the bank might be pretty busy during the first weeks of the semester.

When opening the account, please bring your **passport**, the **registration certificate**, your **German tax-ID** and your **letter of admission**.

The nearest branch of a bank is the BW-Bank right at the bus stop “Garbe”, where we have had very good experiences over the last couple of years. Of course it is also possible to open an account at another German bank.

Bank	Opening Hours
BW-Bank Plieningen Garbe Filderhauptstraße 155 70599 Stuttgart www.bw-bank.de 0711 / 124 46240	Mon, Tue, Wed, Fri 9:00 am - 1:00pm 2:00 pm - 4:30 pm Thu 9:00 am - 1:00 pm 2:00 pm - 6:00 pm

4 Tuition and Semester Contribution

To enroll at the University of Hohenheim, **every student** has to pay the semester contribution of currently **182,40€** for each semester.

Additionally, **Non-EU degree seeking students** have to pay a tuition fee of **1500€** each semester.

For more info, please visit <https://www.uni-hohenheim.de/en/tuition-fees>

Only after payment of the fees applying to you, you can enroll as a student in Hohenheim.

University bank account details:

Recipient: Universität Hohenheim, Kasse

IBAN: DE07 6005 0101 0004 5534 98

BIC: SOLADESTXXX

Please remember to write your **name** (family name, given names), **study program**, “**semester fee**”, the semester you are paying for (**WS/SS 20XX**) and **your application number** as purpose for transfer.

5 Health Insurance

Every student must have sufficient health insurance, according to law. Please note that the Office of International Affairs does **not accept travel insurances from abroad** as they usually do not provide an adequate coverage. If you already have an insurance from your home country, please let Ms. Renz **check it before**.

If your health insurance from your home country covers all the necessary requirements (it is best to ask them before you come to Germany), then you still need to bring the **signed contract** of the insurance, so the alien registration office can approve it.

In case you need a German health insurance, you can get it from the following companies. Please check with the company which documents are required.

ISO is cooperating with **Ms. Isabel Weyrich** from **Techniker Krankenkasse (TK)**.

She is available every Monday from 11am to 2 pm in front of the Mensa (near the Info-Point).

In September, October and November she is available from Mon-Wed 11 am – 2 pm.

You can contact her anytime via her email address Isabel.Weyrich@tk.de or just ask your questions in person at the mensa.

Insurance Company	Contact	Opening Hours
TK	Lautenschlagerstraße 22 70173 Stuttgart-Mitte 0151 / 15271388	Mon, Tue, Wed 9:00 am - 4:00 pm Thu 9:00 am - 6:00 pm Fri 9:00 am - 3:00 pm
AOK	Eppelestraße 1 A 70597 Stuttgart-Degerloch 07031 / 2610030	Mon 9:30 am - 5:00 pm Tue, Wed, Fri 9:30 am - 1:00 pm Thu 9:30 am - 6:00 pm
DAK	Königstraße 21 70173 Stuttgart-Mitte 0711 / 3425270	Mo, Tue, Wed 8 am - 4:00 pm Thu 8:00 am - 5:00 pm Fri 8:00 am - 1:00 pm

6 Visa

If you are not from the EU and did not receive a student visa before coming to Germany, you need to apply for a visa before registering at the University.

This has to be done within 90 days after arriving in Germany.

The visa application process can be pretty confusing and requires a lot of documents.

For a smooth process, please ask your Buddy to help you with that.

To apply for a visa, an appointment at the alien registration office has to be set up.

First Letters of your Family Name	Phone Number	Phone Hours
Aa to Alj	0711 / 216 91846	Mon, Tue, Wed 2:00 pm - 3:30 pm Thu 9:00 am - 12:00 noon
Alk to Ar	0711 / 216 91851	
As to Bh	0711 / 216 91849	
Bi to Cz	0711 / 216 91850	
Da to Ez	0711 / 216 93727	
Fa to Hal	0711 / 216 91833	
Ham to Ja	0711 / 216 91834	
Jb to Ki	0711 / 216 91836	
Kj to Mah	0711 / 216 91832	
Mai to Mz	0711 / 216 91860	
Na to Ph	0711 / 216 91863	
Pi to Saq	0711 / 216 91861	
Sar to St	0711 / 216 91873	
Su to Vz	0711 / 216 91874	
Wa to Zz	0711 / 216 91871	

Please bring the following documents:

- Passport
- Letter of admission
- Registration certificate
- Accommodation contract
- Proof of health insurance
- Bank statement/proof of sufficient means for living and studying in Germany
- Biometrical photo
- Fee (around 50,00€)
- Filled out application: <https://www.stuttgart.de/img/mdb/form/1293/4010.pdf>

Contact	Opening Hours (Only with Appointment)
Amt für öffentliche Ordnung, Ausländer- und Staatsangehörigkeitsrecht Eberhardstraße 39 70173 Stuttgart	Mon, Tue, Wed 08:30 am - 1:00 pm Thu 1:00 pm - 6:00 pm Fri 08:30 am - 12:00 noon

7 Register at the University

Short term exchange students:

After successfully going through all prior steps, please visit Ms. Manca at the Office of International Affairs to complete the enrolment.

Please bring the following documents for enrolment:

- Copy of your admission letter
- Payment proof of the semester fee
- Health insurance certificate
- Visa certificate (for non-EU students)

Contact	Office Hours
Claudia Manca claudia.manca@verwaltung.uni-hohenheim.de 0711 / 459 24206 Fruwirthstraße 12, room 138	Mon, Wed 1:00 pm - 3:00 pm Tue, Thu 10:00 am - 12:00 noon

Your student ID card will be issued and sent to the Student Information Centre (SIZ). Issuing takes about 10 to 14 days as soon as your enrollment documents are complete and the payment of the semester fee has been received in the account of the University. You will receive an email informing you when you can pick up your ID card at the SIZ. Your new Student ID is already valid and ready to use.

Non-EU degree seeking students:

All Non-EU degree seeking students have to enroll at the Office of International Affairs in person. The personal enrolment will be carried out centrally by the Office of International Affairs on a certain date. Earlier or later enrolments are also possible during the office hours of Ms. Manca at the Office of International Affairs.

Please bring the following documents for enrolment

- Copy of your admission letter
- Passport with visa reading "zum Studium an der Universität Hohenheim"
- Confirmation of online enrolment "Application for enrolment" (application portal)
- Confirmation of your health insurance or exemption letter
- If you haven't uploaded a photo during the online enrolment, send a photo (.jpg.) by email to studsek@verwaltung.uni-hohenheim.de

Please write your complete name and application number in the subject line of your email.

- Payment proof of the semester and tuition fee

Your student ID card will be issued and sent to the Student Information Centre (SIZ). Issuing takes about 10 to 14 days as soon as your enrollment documents are complete and the payment of the tuition fee and semester fee has been received in the account of the University. You will receive an email informing you when you can pick up your ID card at the SIZ. Your new Student ID is already valid and ready to use.

Degree seeking students from the EU/EEA:

Please follow the regular registration process.

8 Room Contract/Rent

If you have been allocated a room in the student dormitory, you'll have to sign a room contract and a deduction authorization form for the monthly rent.

To receive the necessary forms, please visit:

Housing Department, Ms. Angela Muhl, Kirchnerstraße 5, 0711 / 459 22781

A security deposit of 400€ has to be paid within the first month after moving in. Usually you have to pay this deposit and the rent for the first month when reserving a room in the dormitory prior to your arrival. You will get these 400€ back after moving out again (provided that you left your room in good condition).

The following rent payments will be deducted automatically from your account after you have handed in the deduction authorization form with your account number at the housing department.

Please note that it is not possible to pay the rent in cash!

For all questions concerning housing on campus, please contact:

Non-EU Students:

International Office

0711 / 459 24206

dormitory@verwaltung.uni-hohenheim.de

EU Students:

Studierendenwerk Tübingen-Hohenheim, Ms. Angela Muhl

Kirchnerstraße 5 („AStA building“)

0711 / 459 22781

angela.muhl@sw-tuebingen-hohenheim.de

9 Registration at KIM (University Account and Internet)

After completing the enrolment process and receiving your student ID, please visit the KIM IT-Service-Desk, located in the basement of the BIO 1 building (Garbenstraße 30), to unlock your university account.

After doing that, your university account will be fully accessible (Email, ILIAS, registration for exams, etc.)

At the IT-Service-Desk you can also set up your internet connection on campus (eduroam), a VPN connection for accessing scientific journals, and buy the Microsoft Office for Students package.

Opening hours:

Mon - Thu 8:00 am - 5:00 pm

Fri 8:00 am - 4:00 pm

Important Contacts

Contact	Department
Claudia Manca claudia.manca@verwaltung.uni-hohenheim.de 0711 / 459 24206	Office of International Affairs
Martine Renz martine.renz@verwaltung.uni-hohenheim.de 0711 / 459 23209	Office of International Affairs
Angela Muhl angela.muhl@sw-tuebingen-hohenheim.de 0711 / 459 22781	Housing Department
Katrin Winkler katrin.winkler@uni-hohenheim.de 0711 / 459 23305	Coordinator Agricultural Master Programs
Kerstin Hoffbauer kerstin.hoffbauer@uni-hohenheim.de 0711 / 459 23328	Coordinator Agricultural Master Programs
Svenja Pittroff svenja.pittroff@uni-hohenheim.de 0711 / 459 22844	Coordinator BioEconomy Program
SIZ	Student Information Center
IT-Service-Desk kim-it@uni-hohenheim.de 0711 / 459 24444	KIM

Good to Know

Telephone:

In case you need a German phone number or a German phone contract. The easiest way for you is to get a contract on the internet, then they will send you your sim card via mail. Be aware of the contract duration, there are contracts which are monthly callable.

To compare different contracts, you can use websites like www.check24.de/

Otherwise you can get a prepaid sim card at a local supermarket, such as Edeka. Therefore, you only need your passport to identify yourself after you bought the sim card in the store.

Medical Care:

In case of emergency call: **112**

With your health insurance, you can visit a general practitioner for free. If you have a private health insurance, you will have to pay the bill, but you can get it refunded by your insurance afterwards. Public health insurances will be charged by the doctors directly and you don't have to pay.

Doctor	Address	Telephone	Opening Hours
Dr. Strobel	Wollgrasweg 17 70599 Stuttgart	0711 / 455588	Mo, Wed, Fri 8:00 am - 12:00 noon 3:00 pm - 6:00 pm Tue 8:00 am - 12:00 noon 5:00 pm - 8:00 pm Thu 8:00 am - 12:00 noon
Dr. Lauber	Birkheckenstraße 11 70599 Stuttgart	0711 / 4586511	Mo, Tue, Thu, Fri 8 am - 0:30 pm 3 pm - 7 pm Wed 8:00 am - 12:30 pm
Dr. Schmitz- Unger	Welfenstraße 45 70599 Stuttgart	0711 / 4515141	Mo, Tue, Thu 10:30 am - 12:00 noon Wed, Fri 9:00 am - 10:30 am

Pharmacy	Address	Opening Hours
Garben Apotheke	Wollgrasweg 17 70599 Stuttgart-Plieningen	Mon - Fri 8:30 am - 6:30 pm Sat 8:30 am - 1:00 pm
Birken Apotheke	Birkheckenstraße 8 70599 Stuttgart-Birkach	Mon - Fri 8:30 am - 1:00 pm 2:30 pm - 6:30 pm Sat 8:30 am - 12:30 pm

Library:

There are two libraries on campus, the central library and the department library. The department library focuses more on the economic students but both libraries offer books and learning space for students from all faculties.

The opening hours are from 8:00 am - 9:00 pm during the week and from 10:00 am - 9:00 pm during the weekend and on national holidays.

More information can be found on their website:

<https://kim.uni-hohenheim.de/en/student-homepage>

Sports on Campus:

You need to register online for the sport courses you want to join. For some of the popular sports (Fitness room, volleyball...) it is important to register as fast as possible. The registration opens around one week before the semester starts. You can find the exact date on the website of the sports office: <https://www.uni-hohenheim.de/en/university-sports>

Here you can find an overview of all available courses:

https://unisport.uni-hohenheim.de/angebote/aktueller_zeitraum/index.html

Usually you need your student ID number to register for the sport program. However, if you did not receive yours yet, you just use the number 500000 for registering. But be aware that you need to go to the sports office after you received your student ID to replace the number you're your actual student ID number.

Parties and social life:

TMS (Thomas-Müntzer-Scheuer):

The TMS is the center of student life in Hohenheim. The historical barn is located on the campus right above the Mensa. During the day the TMS offers the opportunity to escape the stress of the hectic everyday campus life with a cup of coffee or tea among fellow students.

At night, student groups offer a variety of programs:

Tuesday: Gathering at the TMS with drinks and different events each week. Organized by the student group "Kulturgruppe".

Wednesday: TMS-Kneipe - you can get beer and other drinks for fair prices and hang out with friends or play different some games.

Thursday: Big party with music at the TMS, each week organized by different student groups and with different themes.

Student Groups:

Group	Contact & Info
ISO (International Students Organisation)	facebook.com/ISOHohenheim/
Kulturgruppe (cultural events every Tuesday)	facebook.com/Kulturgruppe.Hohenheim/
AStA (general students' committee)	https://vs.uni-hohenheim.de/en/116953
UniKino (cinema in the lecture hall every Thursday)	facebook.com/unikino.hohenheim/
FRESH (green student group focusing on food)	facebook.com/fresh.hohenheim/
Greening (green student group focusing on the environment)	facebook.com/GreeningHohenheim/
Hohenheimer Radskeller (bike repair shop on campus run by students)	facebook.com/HohenheimerRadskeller/

List of all student Groups: <https://vs.uni-hohenheim.de/en/117070>

