

# Guideline for International Students (Buddies)

University of Hohenheim - ISO Buddy Program



Dear incoming students,

The International Student Organization of Hohenheim (ISO) warmly welcomes 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 as convenient as possible, we have written this comprehensive guideline especially for your first days in Hohenheim, explaining exactly when and where you have to do what and in which order. Your assigned **Buddy** (mentor) will help you with the different bureaucratic and organizational hurdles during the registration process.

**If your assigned Mentor is not providing sufficient support or you encounter any problems, please let us know at [iso.buddy@uni-hohenheim.de](mailto:iso.buddy@uni-hohenheim.de)**

## List of the Most Important Tasks

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

**Note:** The registration process may differ 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

**Your Buddy cannot pick up the keys for you** – you must do this in person with your passport. If you live in a **student dormitory**, contact your caretaker about **two weeks in advance** with your exact arrival date and time. Key pickup is generally only possible during weekdays, not weekends.

If the caretaker is unavailable or you arrive outside working hours, contact the tutors: **tutors.hohenheim@gmail.com**



If you could not find accommodation, contact: **housing@uni-hohenheim.de**

## Student Dormitory Caretakers

Dormitory	Caretaker	Contact	Office Hours
<b>Schwerzstraße 1a, 1, 2,3</b>	Robert Platschek	robert.platschek@sw-tuebingen-hohenheim.de  +49 711 / 4580739-34	Mon/Thu 1:00-1:30pm Tue 7:30-8:00am
	Ercihan Erkan	erchihan.erkan@sw-tuebingen-hohenheim.de  +49 711 / 4580739-33 Schwerzstraße 1a	
<b>Im Chausseefeld 1-9</b>	Uwe Lichtner	uwe.lichtner@sw-tuebingen-hohenheim.de  +49 711 458 6482  Im Chausseefeld 9	Mon/Wed 2:00-2:30pm Tue 8:30-9:00am
<b>Fruwirthstraße 3-13</b> <b>Egilolfstraße 49/51</b> <b>Egilolfstraße 53-59</b> <b>Welfenstraße 80</b>	Olaf Grohschopf	olaf.grohschopf@sw-tuebingen-hohenheim.de	Mon/Thu 1:00-1:30pm Tue 7:30-8:00am
	Stefan Grube	Stefan.grube@sw-tuebingen-hohenheim.de	
<b>Egilolfstraße 41 – 45</b>	Bert Albrecht	Bert.albrecht@sw-tuebingen-hohenheim.de  + 49 711 / 45807 18	Mon/Thu 1:00-1:30pm Tue 7:30-8:00am

## 2. Registration at Municipality (Bürgerbüro)

**Within the first two weeks** of your arrival, you must register your address at the town hall (Bürgerbüro) of the city you are living in.

**Bring:** Passport, your residence address, and the **Wohnungsgeberbescheinigung** (landlord confirmation) you received from the caretaker when you moved in.

If you do **not** live in a student dormitory, download the Wohnungsgeberbescheinigung form:

- **Stuttgart:** <https://www.stuttgart.de/img/mdb/form/6984112335.pdf>
- **Ostfildern:**  
<http://www.ostfildern.de/multimedia2016/Wohnungsgeberbestaetigung-erw-p-14492.pdf>

At the town hall, you will fill out additional documents provided there.

There is the option of booking an online appointment to the office that is closest to you.

For more information and online appointments visit:  
<https://www.stuttgart.de/service/buergerbueros>

### Town Hall Locations and Hours

Location	Contact	Opening Hours
Bürgerbüro Plieningen	Filderhauptstraße 155 70599 Stuttgart +49 711 216 93700	Mon, Tue, Thu, Fri: 8:30am-1:00pm Tue: 2:00pm-4:00pm Thu: 2:00pm-6:00pm
Bürgerservice Ostfildern	Gerhard-Koch-Straße 1 73760 Ostfildern +49 711 3404 118	Mon, Tue, Thu: 8:00am-6:00pm Wed, Fri: 8:00am-12:00 noon Sat: 9:00am-12:00 noon

After registering your address, you will receive your **German tax-ID** by mail (within 6 weeks). You need this to open a bank account.

### 3. Bank Account

We recommend making an **appointment** at a bank, as branches can be very busy during the first weeks of the semester.

**Bring:** Passport, registration certificate (Meldebescheinigung), German tax-ID, and letter of admission.

The nearest bank is **BW-Bank** right at the bus stop Plienigen Garbe, where we have had very good experiences. You can also open an account at another German bank (e.g., Deutsche Bank, Commerzbank, Volksbank, Sparkasse)



**Good to know:** Deutsche Bank and Commerzbank have English paperwork available and are uncomplicated with international students. Opening an account in these banks can also be done online. Some banks (like Sparda Bank) are online-only with no service branches. Most banks offer student accounts without additional fees.

### 4. Tuition and Semester Contribution

To enroll at the University of Hohenheim, every student must pay the **semester contribution** of currently **€174.5** per semester.

Additionally, **non-EU degree-seeking students** must pay a **tuition fee of €1,500** per semester.

More info: <https://www.uni-hohenheim.de/en/tuition-fees>

**Only after payment** can you enroll as a student in Hohenheim.

### 5. Health Insurance

Every student must have sufficient health insurance according to German law.

**Note:** The Office of International Affairs does **not accept travel insurance from abroad** as they usually do not provide adequate coverage.

If you come from an EU or EEA member state, Switzerland, or the United Kingdom, you generally do not need to take out German statutory health insurance. However, when enrolling at a university or higher education institution in Germany, you are required to submit an electronic confirmation of your insurance status from a German statutory health insurance provider. This confirmation can be issued by any German statutory health insurance fund (e.g. Techniker Krankenkasse, AOK, Barmer).

Jessica Neumann from the **Techniker Krankenkasse (TK)** is available every **Monday from 11am-2pm** in front of the Mensa near the Info-Point, and can answer questions regarding health insurance and verify the validity of your EHIC card.

Contact her by email at: [jessica.neumann@tk.de](mailto:jessica.neumann@tk.de)

## 6. Visa (Non-EU Students)

If you are **not from the EU** and did not receive a student visa before coming to Germany, you must apply for a visa **within 90 days** after arriving in Germany. This must be done **before registering at the University**. A letter will arrive within the first weeks of your arrival at your indicated address. With this letter and the mentioned in it documents you must visit the registration office to prolong the visa time.

The visa application process can be confusing and requires many documents. **Ask your Mentor to help you with this!**

To apply, you must make an **appointment** at the alien registration office (Ausländerbehörde). This can be done by filling out the online application for emergency appointments [here](#).

Appointment Phone Numbers by Last Name and more information can be found on the website: [Registration office Stuttgart](#)

### Documents to Bring

- Passport
- Letter of admission
- Registration certificate (Meldebescheinigung)
- Accommodation contract
- Proof of health insurance
- Bank statement/proof of sufficient means for living and studying in Germany
- Biometrical photo
- Fee: around €50-100
- Filled out application form

### Visa Office Location

<b>Office</b>	Amt für öffentliche Ordnung, Ausländer- und Staatsangehörigkeitsrecht Eberhardstraße 39, 70173 Stuttgart
<b>Hours</b> (Appointment only)	Mon, Tue, Wed: 8:30am-1:00pm Thu: 1:00pm-6:00pm Fri: 8:30am-12:00 noon

## 7. Register at the University

### Short-Term Exchange Students

After successfully completing all prior steps, visit **Ms. Martine Renz** at the Office of International Affairs to complete enrollment.

**Bring:**

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

**Contact:** Claudia Manca

Email: [claudia.manca@ua.uni-hohenheim.de](mailto:claudia.manca@ua.uni-hohenheim.de)

Phone: +49 711 459 24206, +49 172 31 86 484

Location: Fruwirthstraße 12, Room 138

Office Hours: Tues 10 a.m.–12 noon, in person, Wed 1–3 p.m., by telephone

Your **student ID card** will be issued and sent to the Student Information Centre (SIZ). Issuing takes about **10-14 days** after your enrollment documents are complete and the semester fee payment is received. You will receive an email when you can pick up your ID card at the SIZ.

### Non-EU Degree-Seeking Students

All non-EU degree-seeking students must enroll at the Office of International Affairs **in person**. Personal enrollment will be carried out centrally on a certain date. Earlier or later enrollments are also possible during Ms. Manca's office hours.

**Bring:**

- Copy of your admission letter
- Passport with visa reading "zum Studium an der Universität Hohenheim"
- Confirmation of online enrollment (Application for enrollment from application portal)
- Confirmation of your health insurance or exemption letter
- If you haven't uploaded a photo during online enrollment, send a photo (.jpg) by email to [studsek@verwaltung.uni-hohenheim.de](mailto:studsek@verwaltung.uni-hohenheim.de). Write your complete name and application number on the subject line.
- Payment proof of the semester and tuition fee

Your student ID card will be issued after 10-14 days.

### EU Degree-Seeking Students

Please follow the regular registration process at the Studiensekretariat (Student Registry Office).

## 8. Room Contract and Rent

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

To receive the necessary forms, visit:

### Housing Department

Kirchnerstraße 5

Phone: + 49 711 / 459-22781 or -23188

Email: [info.hoh@sw-tuebingen-hohenheim.de](mailto:info.hoh@sw-tuebingen-hohenheim.de)

A **security deposit of €600** must be paid within the first month after moving in. Usually, you pay this deposit and the first month's rent when reserving your room prior to arrival. You will get the €600 back after moving out, provided you leave your room in good condition.

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

**Note:** It is not possible to pay rent in cash, but please try and ask in person if any problem with the payment arises.

## 9. Registration at KIM (University Account and Internet)

After completing the enrollment process and receiving your **student ID**, 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)
- Set up a VPN connection for accessing scientific journals
- Buy the Microsoft Office for Students package

### Opening Hours:

Mon-Thu: 8:30am-4:00pm

Fri: 8:30am-2:00pm

## Important Contacts

Contact	Department	Phone/Email
Claudia Manca	Office of International Affairs, International Admissions and Enrollment	claudia.manca@verwaltung.uni-hohenheim.de +49 711 459 24206
Martine Renz	Office of International Affairs, Incoming supervisor, scholarship programs	martine.renz@verwaltung.uni-hohenheim.de +49 711 459 23209
Angela Muhl	Housing Department	angela.muhl@sw-tuebingen-hohenheim.de +49 711 459 22781
SIZ	Student Information Center	siz@verwaltung.uni-hohenheim.de
IT-Service-Desk	KIM	kim-it@uni-hohenheim.de +49 711 459 24444
ISO	International Student Organisation	iso@uni-hohenheim.de iso.uni-hohenheim.de

## Good to Know

### Transportation

The public transportation company is called Stuttgart Transport and Tariff Association (**VVS**) and it also includes the Stuttgart Tramway Company (**SSB**). The VVS network has seven zones, the picture below shows the most important zones for travelling in and around Stuttgart city. Zone 1 includes Stuttgart city and Hohenheim. The airport is in zone 2. We highly recommend you use the **VVS app**. Digital tickets are cheaper, too!

The VVS network does not include trains of the Deutsche Bahn (**DB**). If you want to take one of the long-distance trains either regional Re or RB or fast trains like IC or ICE, you need to buy a ticket in the DB app or in one of their service points.

The option of the Deutschland ticket offers a single ticket/card for all over Germany including public transportation in cities and around and also regional long distance trains RE or RB. It is a smart choice if you commute to university or want to travel and explore on the weekends. It cost currently 60 euros with a discounted option for under 26 at 40 euros

### Nachtbus

The night bus **N8** is taking you from Schlossplatz back to Hohenheim after midnight. It is available from Mon – Fri 01:20 a.m., 02:30 a.m.; 03:40 a.m. and on weekends and public holidays from 01:20 a.m., 02:00 a.m., 02:30 a.m., 03:10 a.m. and 03:40 a.m.

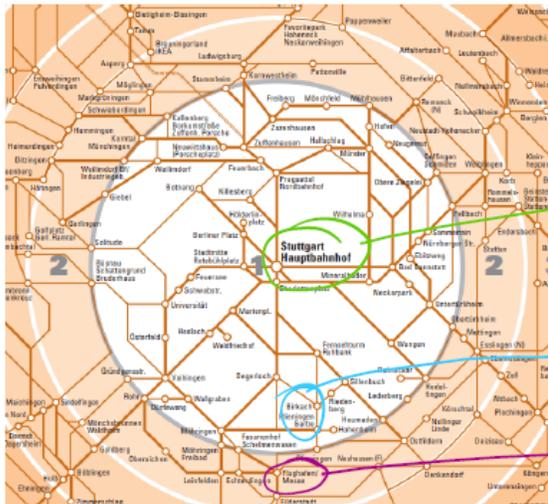
## Other transportation

There are also taxis available at the airport and the central station which are more expensive than public transportation. These taxis are officially registered and safe to use. Furthermore, you can register and use carsharing, e.g., *car2go* or *stadtmobil* if you have an international driver's license.

## Transport Tips

- **DB app** for long distance transportation and Deutschlandticket
- **VVS app:** Digital tickets are cheaper !
- **Airport to Hohenheim:** Bus 65 (direct, ~15 min)
- **Hohenheim to City Center:** U3 from Plieningen Garbe, or Degerloch or Ruhbank
- **Night bus N8:** Returns from Schlossplatz to Hohenheim after midnight

**Info:** [www.vvs.de](http://www.vvs.de) or [www.uni-hohenheim.de/en/vvs-student-ticket](http://www.uni-hohenheim.de/en/vvs-student-ticket)



main station Stuttgart  
S-Bahn, U-Bahn, buses, regio trains  
& Long-distance trains (DB) ①

University of Hohenheim,  
Plieningen, Birkach, Hohenheim ①

Airport Stuttgart ②  
S-Bahn, U-Bahn & buses

## Telephone / SIM Card

If you need a German phone number or contract, the easiest way is to get a contract online – they will send you a SIM card via mail. **Be aware of contract duration** – some contracts are monthly cancelable. Compare contracts at: [www.check24.de](http://www.check24.de)

The option of an e-SIM is also great for buying a phone number before your arrival in Germany. Companies like Vodafone offer monthly contracts that need to be renewed each month. Otherwise, get a **prepaid SIM card** at a local supermarket (e.g., Edeka, Aldi, Lidl). You only need your passport to identify yourself after buying the card from the store.

## Medical Care

In case of emergency, call 112.

With your health insurance, you can visit a **general practitioner (GP)** for free. If you have private health insurance, you pay the bill first and get it refunded by your insurance afterwards. Public health insurances are charged by doctors directly – you don't pay upfront.



## Doctors Near Campus

Doctor	Address	Telephone	Opening Hours
Dr. med. Mathias Strobel	Wollgrasweg 17 70599 Stuttgart	+49 711 455588	Mon, Thu, Fri: 8:00am-12:00 noon Tue: 8:00am-12:00 noon, 4:00pm-7:00pm Wed: 8:00am-12:00 noon, 3:00pm-6:00pm
Dr. med. Christine Schmal und Martin Gerst	Birkheckenstraße 11 70599 Stuttgart	+49 711 4586511	Mon, Tue, Thu, Fri: 8:00am-1:00pm, 3:00pm-7:00pm Wed: 8:00am-1:00pm
Dr. med. Stephan Carl Ilg	Birkheckenstraße 4 70599 Stuttgart	+49 711 4586310	Mon, Tue, Wed, Thu: 8:00am-12:00 noon, 3:00pm-6:00pm Fri: 8:45am-1:00pm

## Pharmacies

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



## Library

There are **two libraries on campus**: the Central Library and the Department Library. The Department Library focuses more on economics students, but both libraries offer books and learning spaces for students from all faculties. Monitor screens and whole PC sets are also available with software that you might need for modules/research.

**Opening hours:** Mon-Fri 8:00am-9:00pm,  
Weekends and national holidays 10:00am-9:00pm.



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

Your **student ID card** serves as your library card.

## Sports on Campus (Unisport)

You need to register online for sports courses you want to join. For popular sports (fitness room, volleyball), register as fast as possible. Registration opens around **one week before the semester starts**.

Exact date and course overview: <https://www.uni-hohenheim.de/en/university-sports>

You need your student ID number to register.

## Parties and Social Life

**TMS (Thomas-Müntzer-Scheuer)** is the center of student life in Hohenheim. The historical barn is located on campus right above the Mensa.

During the day, TMS offers coffee, tea, and a place to relax. At night, student groups offer a variety of programs:

- **Tuesday:** Gathering at the TMS with drinks and different events each week (organized by Kulturgruppe).
- **Thursday:** Big party with music at the TMS, organized by different student groups with different themes each week.

## Student Groups

Group	Contact/Info
ISO (International Students Organisation)	@isohohenheim
Kulturgruppe (cultural events every Tuesday)	facebook.com/Kulturgruppe.Hohenheim/
AStA (general students committee)	<a href="https://vs.uni-hohenheim.de/en/116953">https://vs.uni-hohenheim.de/en/116953</a>
Cafete Hoheneim(student run Café in TMS)	@cafete_unihohenheim
UniKino (cinema in lecture hall every Thursday)	@unikinhoh
FRESH (green student group focusing on food)	@fresh_hohenheim
Greening (green student group focusing on environment)	@greeninghohenheim
Hohenheimer Radskeller (bike repair shop on campus)	facebook.com/HohenheimerRadskeller

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

## WhatsApp Groups

Group	Link
Welcome to Hohenheim	<a href="https://chat.whatsapp.com/JAakzCi5hacDOUiOWk2e1E">https://chat.whatsapp.com/JAakzCi5hacDOUiOWk2e1E</a>
Second-hand stuff	<a href="https://chat.whatsapp.com/B6yzo1gSY5lFeMzEnsmQ4e">https://chat.whatsapp.com/B6yzo1gSY5lFeMzEnsmQ4e</a>
Accommodation (sublets)	<a href="https://chat.whatsapp.com/BfLK9cggPJqD1Deahdq9Yc">https://chat.whatsapp.com/BfLK9cggPJqD1Deahdq9Yc</a>

## Second-Hand Shopping in Stuttgart

Store	Phone	Link
PICKNWEIGHT Vintage Kilo Store	+49 711 48936224	<a href="https://g.co/kgs/hs8QfwP">https://g.co/kgs/hs8QfwP</a>
FAIRKAUF Secondhand-Kaufhaus	+49 711 657060	<a href="https://g.co/kgs/yqLxF2F">https://g.co/kgs/yqLxF2F</a>

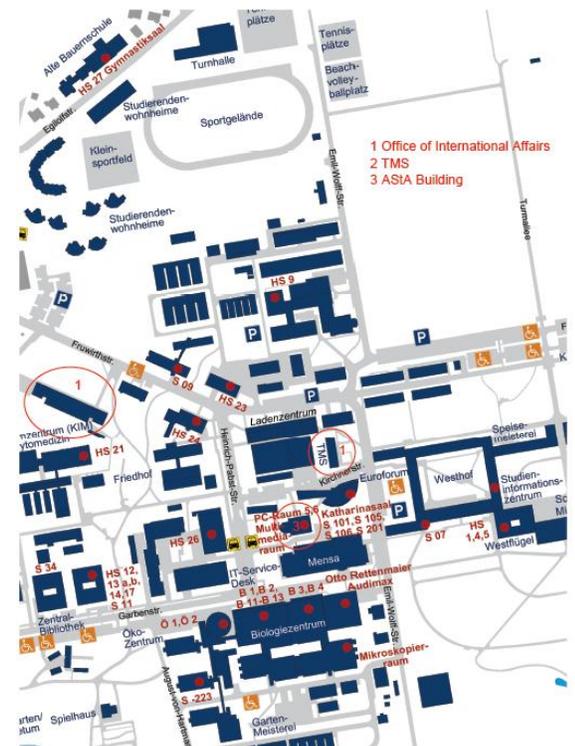
## Emergency Numbers

- **Emergency services/Fire:** 112
- **Police:** 110
- **Medical on-call (non-emergency):** 116117 (24/7)

## Campus Map

The Office of International Affairs, TMS, and AStA Building are key locations on campus. Please refer to the campus map available at: [www.uni-hohenheim.de/en/campus-map](http://www.uni-hohenheim.de/en/campus-map)

- **1. Office of International Affairs:**  
Fruwirthstraße 12
- **2. TMS (Thomas-Müntzer-Scheuer):** Above Mensa and Euroforum
- **3. AStA Building / Housing Department:**  
Kirchnerstraße 5



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**We wish you a wonderful semester at Hohenheim! Your ISO Buddy and the entire ISO team are here to support you.**

**Contact us anytime: [iso.buddy@uni-hohenheim.de](mailto:iso.buddy@uni-hohenheim.de) | [iso.uni-hohenheim.de](http://iso.uni-hohenheim.de)**

*ISO - International Students Organization  
University of Hohenheim*

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