

## Arrival Guide for International Guest Lecturers and Researchers

Welcome to the School of Engineering!

It is our pleasure to welcome you as a guest. We highly appreciate your contribution to our school and look forward to meeting you soon in Reutlingen.

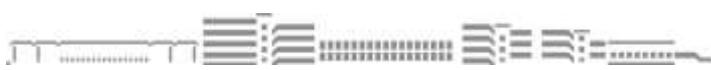
This guide provides the key information you will need prior to and during your stay. We will do our best to make your stay both enjoyable and a success.

We wish you a safe and pleasant journey to Reutlingen!



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## 1. Travelling to Reutlingen

Reutlingen can be easily reached by air, train or car. The closest international airport is Stuttgart. There is a bus connection from Stuttgart airport to Reutlingen, which takes approximately 45 minutes. For further information, please refer to section “Arrival in Reutlingen” below.

Alternatively, you can hire a car at the airport and be in Reutlingen within half an hour. If you fly into Munich or Frankfurt international airports, you can take the train from the respective airport to Reutlingen train station. The train journey from Frankfurt airport can take two hours with the Intercity Express (ICE) to Reutlingen and from Munich airport it takes approximately four hours. For timetables, please check the Website of Deutsche Bahn <https://www.bahn.com/en/view/index.shtml>

Other airports in the region offering European flights include Karlsruhe/Baden-Baden airport and Memmingen airport. At all airports, there are rental car services available as well as public transportation. Please check the respective website for further information.

## 2. Formalities

### Visa

If you are not an EU citizen, you might need a visa to enter Germany. Please check whether a visa is required for your country of origin. This visa can only be obtained via the German embassy or consulate in your country of residence. Please contact us if you need a “Letter of Acceptance” in order to apply for a visa. Please note that it is your own responsibility to apply for a visa in time for your travel.

### Health Insurance

Please make sure that your health insurance covers your stay in Germany and transportation to your home country in case of illness. EU nationals are covered by the European Health Insurance Card (EHIC). Be aware that transportation to your home country in case of illness is not covered by the European Health Insurance Card.

### Accommodation

<p>Hotel Achalm **** Achalm (Gewand) 2, 72766 Reutlingen 0049 (0) 7121-4820 info@achalm.com www.achalm.com</p> <ul style="list-style-type: none"> <li>• Located on the Achalm hill offering a great view over Reutlingen</li> <li>• 15min drive from the hotel to the university by car</li> <li>• Single room from 115 €, double room from 165 € including breakfast</li> </ul>	<p>City Hotel Fortuna Reutlingen **** Am Echazufer 22, 72764 Reutlingen 0049 (0) 7121-9240 reservation@city-hotel-reutlingen.de <a href="http://city-hotel-reutlingen.de/en/">http://city-hotel-reutlingen.de/en/</a></p> <ul style="list-style-type: none"> <li>• Central location in Reutlingen city centre</li> <li>• 15min walk to the central bus station “Stadtmitte”</li> <li>• Single room from 83 €, double room from 108 €</li> </ul>
<p>Hotel Reutlinger Hof *** Kaiserstraße 33, 72764 Reutlingen 0049 (0) 7121-17075 rezeption@reutlinger-hof.de www.reutlinger-hof.de</p> <ul style="list-style-type: none"> <li>• Near the central train station</li> <li>• 10min walk to the central bus station “Stadtmitte”</li> <li>• Single room from 65 €, double room from 90 €</li> </ul>	<p>Hotel Württemberger Hof *** Bahnhofstraße 12, 72764 Reutlingen 0049 (0) 7121-9479950 info@hotel-wuerttemberger-hof.de <a href="http://www.hotel-wuerttemberger-hof.de/en/">http://www.hotel-wuerttemberger-hof.de/en/</a></p> <ul style="list-style-type: none"> <li>• Near the central train station</li> <li>• 10min walk to the central bus station “Stadtmitte”</li> <li>• Single room from 85 €, double room from 110 €</li> </ul>

<p>Hotel Fürstenhof Reutlingen *** Kaiserpassage 5, 72764 Reutlingen 0049 (0) 7121-3180 info@fuerstenhof-reutlingen.de www.fuerstenhof-reutlingen.de</p> <ul style="list-style-type: none"> <li>• Central location in Reutlingen city centre</li> <li>• 10min walk to the central bus station "Stadtmitte"</li> <li>• Single room from 70 €, double room from 110 €</li> </ul>	<p>Gästehaus Metler Paul-Pfizer-Straße 31, 72762 Reutlingen 0049 (0) 7121-706563 info@gaestehaus-metler.de www.gaestehaus-metler.de</p> <ul style="list-style-type: none"> <li>• Bus stop "Volkspark/ Pomologie" within 5 minutes walking distance</li> <li>• 5min bus ride to the university</li> <li>• Single room from 39 €, double room from 60 €</li> </ul>
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### 3. Arrival in Reutlingen

#### Arriving from Stuttgart airport

[The Expresso bus \(X3\)](#) from Stuttgart Airport to Reutlingen runs once an hour from early in the morning to late in the evening; services on Saturdays, Sundays and public holidays are also available. The bus is painted with yellow and black squares, and the bus stop is right in front of the airport exit at arrivals. The trip to Reutlingen takes about 45 minutes and costs around € 7. The ticket can be bought from the bus driver. Upon arrival in Reutlingen city (exit at the Stadtmitte bus stop), you then need to get another bus, No. 4 or No. 11 (direction Hohbuch). This will take you to the ESB campus (approx. 10 minutes). Get off at the Hochschulen bus stop.

#### Arriving from other airports

If you arrive at any other airport in Germany, take a train directly from the airport to Stuttgart's main train station. Frankfurt airport has a train station for ICE and IC (long-distance intercity) trains located in Terminal 1. Trains to Stuttgart usually arrive and depart on platforms 4 to 7. The train ride to Stuttgart will take about an hour-and-a-half. Stuttgart train station is a terminus station. Take the train in the direction of Tübingen, which runs at least once an hour. Get off at Reutlingen main station (Reutlingen Hauptbahnhof). Leave the train station through the main entrance, turn right and follow the Bahnhofstraße until the street bends to the left. Descend the steps in front of you to access the bus stop Unter den Linden/Hbf. Take bus number 4 going in the Hohbuch direction and get off at the Hochschulen bus stop or Pestalozzistraße. Another possibility is to go to the Liststraße/Hbf bus stop and take bus number 11(direction Hohbuch) which also stops at the bus stops Hochschulen and Pestalozzistraße.

#### Arriving by car

If you travel by car, follow the motorway (highway) A8 and exit Reutlingen/Tübingen. Then follow the national highway (interstate) B 27 in the direction of Tübingen and exit Reutlingen Nord. In Reutlingen, head for the city centre (Stadtmitte)and then follow the signs to the university (Hochschule).

GPS coordinates:N 48°28'48,4" E 009°11'12,5"

### 4. Getting Around Reutlingen

#### Transportation:

**Bus:** For the timetables of the bus route number 4and for the bus route number 11, please click [here](#). Please find below the approximate prices of various bus tickets. One way: € 2.50 / Day saver ticket: € 3,50 /Monthly ticket: € 58.00 /

Buying Tickets: One way and day saver tickets can be bought either from the bus driver, a ticket machine or via mobile phone using the new naldo app available for apple and android phones in

German, English and Arabic. An online ticket shop is also being introduced this year at [www.naldo.de](http://www.naldo.de). Monthly and annual tickets can be bought at a ticket machine or from a sales office. An example is the DB-Service Center inside of Reutlingen Main Station. Others can be found [here](#).

Taxi: We have listed some taxi companies below. The fare from Reutlingen main station to the university costs approximately €10.

Taxi Zentrale Reutlingen: 0049 (0) 7121-470048

Fahrzentrale Reutlingen: 0049 (0) 7121-66666

### City Centre

It is easy to get around Reutlingen. Within the town centre, most destinations can be easily reached on foot. We will provide you with a small guidebook including a city map of Reutlingen's city centre.

## **5. Getting around the Campus**

### Internet Access

Internet access via Wi-Fi is available throughout the campus. As a guest researcher, you can connect to the university Wi-Fi via the wireless network "myCampus" using the university IT account log-in details handed to you upon arrival. With this connection you can access the internet and the school's network servers.

As a guest lecturer on campus for a short stay, you will receive a special guest account to access the internet via the WiFi network "guestCampus" with your laptop or mobile device. All you need to do is connect your device to the Wi-Fi network "guestCampus". A user name and password are not required. Open any web page in your browser and enter the access information given to you by your host upon arrival. Prior to your arrival, please let us know how many devices you would like to connect so we can provide you with the appropriate number of log-ins.

If your home institution uses eduRoam and you already have an account, then you can use your eduRoam login to get WiFi access at Reutlingen University

### Copying and printing

Multi-functional devices are available on each floor for printing and copying.

Reutlingen University also offers a printing service for students, staff and lecturers for large print jobs. The original can be sent by email.

Druckzentrum (Copy shop) Building 5, basement floor, room 5-U05druckzentrum@reutlingen-university.de  
[www.druckzentrum.reutlingen-university.de](http://www.druckzentrum.reutlingen-university.de)  
Opening hours: Monday – Thursday 08:00 – 17:00  
Friday 08:00 – 14:00

### The Learning Centre

The university library is located on campus in the Reutlingen University Learning Centre (building 3). Here you can find a wide variety of facilities to support working and studying at the university.

Besides printed books and periodicals, the university library has a number of full-text and reference databases as well as electronic journals, which can be accessed on the campus network and from external computers. Please click on the following link for further information:

<https://www.reutlingen-university.de/en/while-studying/learning-centre/>

### The refectory and cafeteria (Mensa):

The University's main catering facility, known as the Mensa, offers hot and cold food and drinks (on weekdays only).

Lunch: Monday – Friday 11:15 – 14:00

Cafeteria: Monday – Thursday 08:30 – 16:30

Friday 08:30 – 16:00

Further information at <https://www.reutlingen-university.de/en/while-studying/life-on-campus/where-to-eat-the-mensa/>

### Meditation and prayer room (Raum der Stille)

Reutlingen University offers a place of retreat for meditation and prayer. The room can be used by members of all religions and all genders.

Building 20, Room 17. Opening hours: Monday - Friday 07:00 - 12:00 and 14:00 - 22:00

Saturday 07:00 - 17:00

## **6. Sightseeing**

We highly recommend you to consider adding a few days to your trip to enjoy the attractions of Reutlingen and Southern Germany.

Reutlingen itself has a special charm with its combination of mediaeval half-timbered buildings and modern urban architecture. You can find more information about the history of Reutlingen at <https://www.reutlingen-university.de/en/international/destination-reutlingen/incoming-students/information-from-a-z/>

In addition, it is also a perfect starting point for a variety of short excursions, day trips or weekend breaks.

### Day trips

Tübingen:

Reutlingen's neighbouring town, Tübingen, is one of Germany's oldest and loveliest university towns with over 83,000 inhabitants and 28,000 students. The town's silhouette is shaped by the castle, narrow alleys, street cafés, wine taverns, excellent restaurants, various shopping opportunities and much more. A trip on one of the punting boats along the River Neckar reveals a fascinating view of the scenic Neckar front with the Hölderlin tower. The train from Reutlingen main station to Tübingen main station takes approx. 10 minutes. Click here to find out more about Tübingen and its attractions: <https://tuebingen-info.de/index.php?id=727>

Outletcity Metzingen:

Originally founded in the 1970s in an old brick factory being home to the Hugo Boss brand and its textile centre, the outletcity Metzingen was a modest and quiet sales outlet for the employees working for the gentlemen's tailor. Nowadays, the internationally renowned shopping outlet registers over 3.5 million visitors from 185 countries per year. The outletcity Metzingen is considered one of the most successful factory outlets in Europe. It carries more than 70 top brands and prices are substantially reduced throughout the whole year. The train from Reutlingen main station to Metzingen main station takes approx. 5 minutes. Click here to find out more about the outletcity Metzingen and its wide range of offers: <https://www.outletcity.com/en/metzingen/>

## Stuttgart:

Stuttgart is a multicultural, modern, sophisticated, sustainable city with many parks and green areas, iconic city districts with a humming night life, a large cultural scene, relaxing mineral baths, vineyards and much more. It stands for a high quality of life which can be experienced through many different activities. The train from Reutlingen main station to Stuttgart main station takes approx. 1h. Click here to find out more about Stuttgart and what the city has to offer: <https://www.stuttgart.de/en/>

## Museums

### Porsche Museum:

The Porsche museum is located right next to the headquarters of Dr. Ing. h.c. F. Porsche AG in Stuttgart-Zuffenhausen and counts as one of the most remarkable car museums worldwide. Click here to find out more about the Porsche Museum such as opening times, prices, upcoming special exhibitions and much more: <https://www.porsche.com/museum/en/>

### Mercedes-Benz-Museum:

The Mercedes-Benz museum is a place of innovation and is the only museum worldwide that can document in a single uninterrupted chronology over 125 years of automotive industry history from its starting point to the present day. Click here to find out more about the Mercedes museum such as opening times, prices, exhibits and much more: <https://www.mercedes-benz.com/en/mercedes-benz/classic/museum/>

### Staatsgalerie Stuttgart:

In Germany, the Staatsgalerie Stuttgart is one of the most visited museums with art of the 20th century being its focus. It holds an extensive stock of sculptures and paintings. Click here to find out more about the Staatsgalerie Stuttgart such as opening times, prices, upcoming exhibitions and much more: <https://www.staatsgalerie.de/en.html>

## Outdoor activities

As the "Gateway to the Swabian Jura (or Swabian Alb)", Reutlingen lies in one of the most scenically attractive areas of Germany. Hills, caves, waterfalls, castles and stately homes, mediaeval villages and thermal spas are attractive destinations for short excursions. Other popular destinations for weekend trips are the Black Forest, the mountains in the Allgäu region, the Swiss Alps or Austria as well as the Alsace wine region in France or Lake Constance.

Please find below two links to websites with more information:

[www.tourism-bw.com](http://www.tourism-bw.com)

[www.geopark-alb.de/en/geopark-erleben/gefuehrte-touren.php](http://www.geopark-alb.de/en/geopark-erleben/gefuehrte-touren.php)

## 7. Useful links

Reutlingen International Office A-Z list: <https://www.reutlingen-university.de/en/international/destination-reutlingen/incoming-students/information-from-a-z/>

Website of the School of Engineering: <https://www.tec.reutlingen-university.de/de/internationales/incoming-exchange-students/arrival-and-orientation/>

## 8. Contact

Organizational support:

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Exchange Coordinator

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