

How to StuV

To register a Student Association (Studentische Vereinigung / StuV) at the Student Council (StuRa), you need to do the following:

1. Find people with the same interests and goals.
2. Read the StuV guidelines on the StuRa website. If you have any questions, contact stura.hsg@uni-erfurt.de.
3. Download the registration form from the website or pick it up at the office and fill it out. You will need:
 - a. At least three student members (all must be currently enrolled at the University of Erfurt).
 - b. A name for the group.
 - c. A contact person for communication with the StuRa (this person will be added to the mailing list in addition to the group's email address).
 - d. A self-declaration regarding the work and goals of the group (see the second page of the registration form).
 - e. If applicable, the association's statutes (*Vereinssatzung*), in case you have an official registered association in the background or have already submitted one to the University of Erfurt (see note below).
4. If you already have an email address, please include it on the form. Otherwise, submit it as soon as possible to stura.hsg@uni-erfurt.de.
5. Return the completed form to the StuRa office or send it via email to stura.hsg@uni-erfurt.de.
6. Await a response from the Department for Student Associations.

Note: To apply for an official university email address for your group, you must be registered with the University of Erfurt. The University of Erfurt has its own registration process, which runs separately and independently from that of the Student Council. To register with the University of Erfurt, the Department for Student Associations can issue a proof of registration with the Student Council.

Important Information for Your Campus Life

Applying for a slot in Snap Frames and Pin Boards:

The use of snap frames and/or pin boards provided by the Student Council must be registered with the StuRa Public Relations Department via the following link: <https://www.uni-erfurt.de/en/stura/committees-and-departments/the-stura/registration-use-of-the-stura-frames>. After submitting the application, the poster must be sent separately to stura.presse@uni-erfurt.de.

Applying for Flyer Distributions and Campus Booths:

Any activities involving the distribution of advertising, flyers, informational material, setting up booths, etc., must be registered with Mr. Panse (jens.panse@uni-erfurt.de) in Department 2 (*Dezernat 2*) of the University of Erfurt. This does not apply to official events such as the “Markt der Möglichkeiten”.

Booking Seminar Rooms

To request seminar rooms, student associations must register with the University of Erfurt (similar to the process for university email addresses). Afterward, room requests should be directed to Ms. Wicht in Department 1 (*Dezernat 1*) via vorlesungsverzeichnis@uni-erfurt.de.

Submitting Financial Applications

Financial applications can be submitted to the Finance Department via <https://stumv.open-administration.de/login>. You will need an account in the finance tool for this. Account activation and assignment must be requested by email at stura.haushalt@uni-erfurt.de. Please note that as a StuV, you are obliged to first seek refinancing or funding from third parties. You must also prove that your expenses align with and fulfill the duties of the student body (§4 Para. 2 of the Student Council Guidelines on dealing with university groups and student associations).

Applications to the Studierendenwerk

For any activities related to the Glasbox, the Mensa, or Café Hörsaal 7, your contact person is Anette Keil.
E-Mail: mensa-nordhaeuser@stw-thueringen.de / phone: 0049 3641 5546-494. This includes, for example, using the Mensa or Hörsaal 7, borrowing beer table sets (*Biertischgarnituren*), or displaying/hanging up promotional materials.

Instagram accounts and contacts

StuRa	- @sturaunierfurt	/	Anastasia Helmschrot	stura.presse@uni-erfurt.de
Uni Erfurt	- @unierfurt_events	/	Claudia Behnke-Herrmann	socialmedia@uni-erfurt.de
Hilge	- @cafehilgenfeld			

If you have any questions, problems or anything else, you can always contact stura.hsg@uni-erfurt.de by email.