



*anglo-german institute*



2025

**GERMAN COURSES  
IN STUTTGART, GERMANY  
HANDBOOK FOR AGENCY REPRESENTATIVES**



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Authorised Exam Centre

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# 1 STUTTGART

Welcome to the heart of Europe. Stuttgart is located in the south of Germany. From here countries like Austria, Switzerland, France and Italy are only a stone's throw away. Getting to Stuttgart is simple: there are flight and rail connections to all of Europe and the rest of the world. Stuttgart charms its visitors with a rolling hilly landscape and a plethora of vineyards that run all the way through the city and make it therefore one of the greenest cities in Germany.

While Stuttgart is less hectic than other large German metropolises, it is still extremely lively and has a lot to offer. World-famous companies like Daimler, Porsche and Bosch seem to agree. They have helped make this region an important economic centre, both in Europe and internationally. Stuttgart's renowned universities offer a wide variety of degrees. Besides the three technical universities specializing in Natural Science and Engineering, there are numerous other institutes of international acclaim such as the State University of Music and Performing Arts.

Stuttgart has an extensive world-class cultural programme on offer. The multi-faceted cultural scene is characterised both by distinguished houses such as the Stuttgart State Theatre or the world-famous Stuttgart Ballet and by a young, active art scene that brings the city to life. Hardly a month goes by in the state capital without a festival taking place. One day you could feasibly be enjoying an elegant glass of locally-produced wine and the next day you could be casually drinking a "Maß" (one litre) of local beer! The Cannstatter Volksfest enjoys enormous popularity and attracts over four million visitors every year. In nearly every city district you'll find a festival where locals and visitors mingle together. And of course, not to be forgotten: The Stuttgart Christmas Market. It's amongst the oldest and largest in Germany and definitely worth a visit.

## KEY FACTS

State Capital of  
Baden-Württemberg

Population:  
more than 600.000

Home of Daimler, Bosch &  
Porsche

Universities:  
Natural Science, Engineering,  
Music and Performing Arts



# 2 ABOUT AGI

Founded in 1972, the anglo-german institute (agi) is one of the oldest language schools in Stuttgart. Our school can be found in two locations and both are in the heart of the city within walking distance to shopping malls, restaurants, parks and museums. Our headquarters is situated in a historic building spanning three floors with modern classrooms, a quiet reading corner with free WiFi, as well as vending machines and brand new work stations for our students. Our second location is utilized more for our larger courses and for students who already live in Stuttgart and want to improve their language skills.

In addition to our language courses in German, English and Spanish, agi is a state-approved commercial college that provides full-time business correspondence courses. Our Language Training Ltd. focuses on corporate training and offers in-house training for corporate clients such as Porsche, Mercedes-Benz and Bosch.

agi is also the authorised examination centre for Cambridge Assessment English in the greater Stuttgart area. Furthermore, the German language tests TestDaF ("Test Deutsch als Fremdsprache", level C1), recognised by all German universities, and telc tests ("The European Language Certificates", for all levels) can all be taken here.

Dedicated to the pursuit of high standards of quality in order to meet changing consumer expectations, we work continuously to improve our service. Since 2011, the anglo-german institute has been ISO 9001 certified and undergoes an annual external audit of all programmes and services offered. This ensures that the high standards set by ISO are maintained.

## KEY FACTS

Founded in 1972

Located in the Heart of Stuttgart

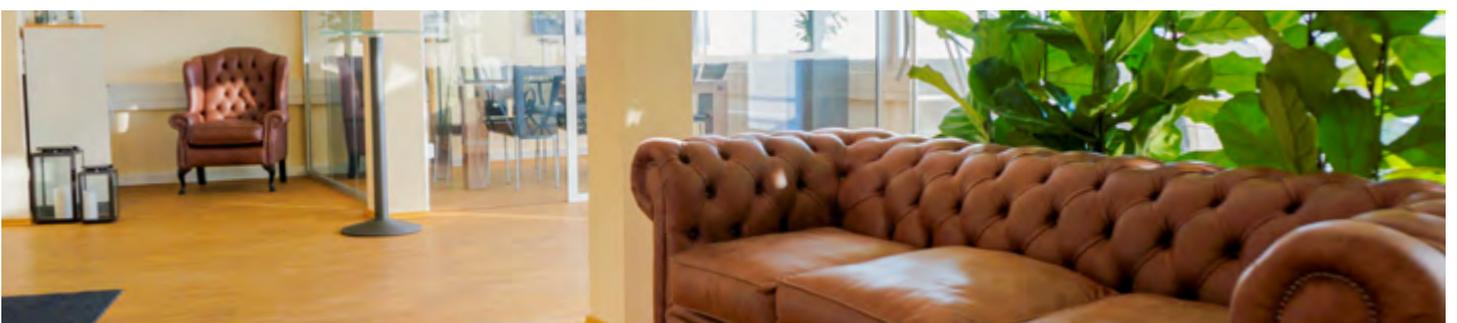
Languages offered:  
German, English, Spanish

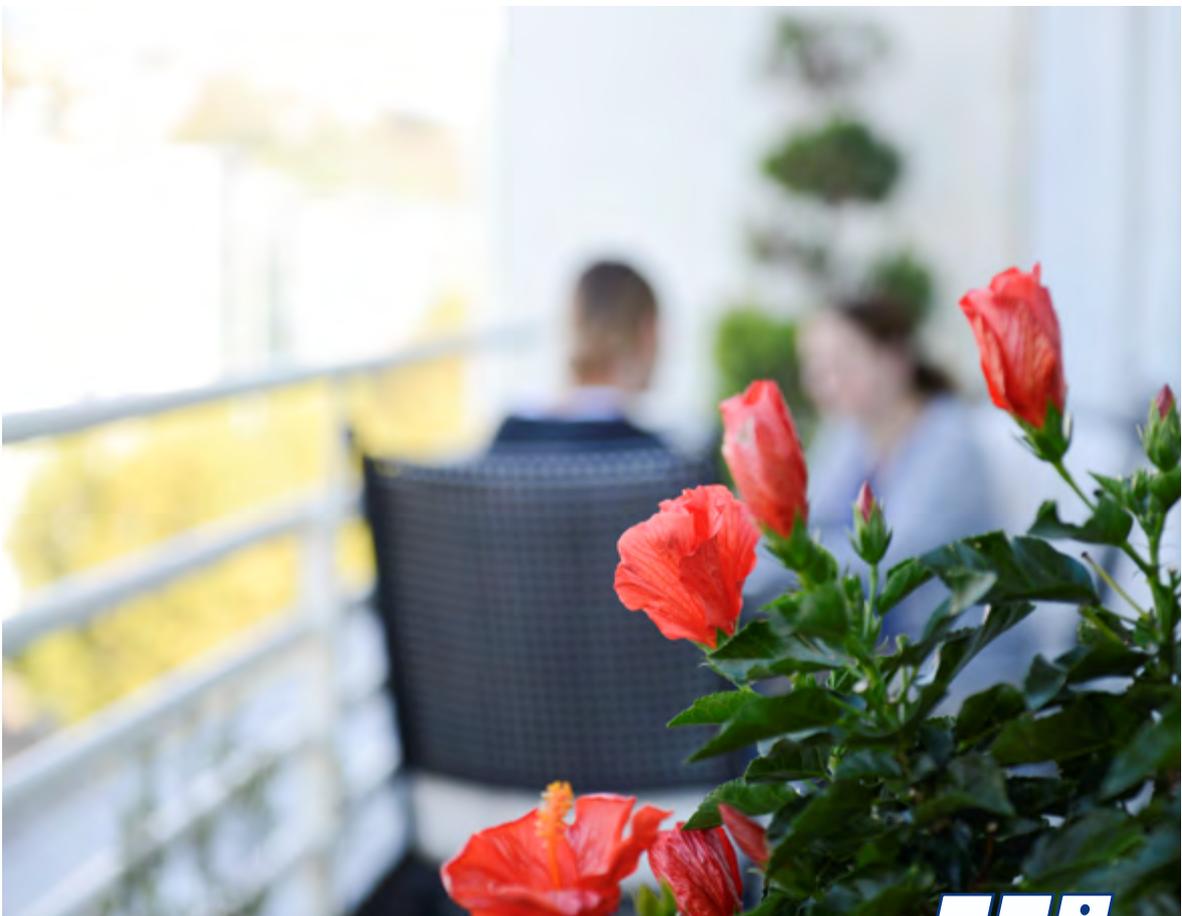
Examination Centre for  
TestDaF, telc, Cambridge

Over 100 Teachers

Member of IALC

ISO 9001 certified





## OUR STAFF...

...are always friendly, approachable and ready to provide support. We deal with any questions or difficulties as quickly and flexibly as we can. This means helping not only with the basics or in organizing cultural activities, but also by offering our students suggestions on what they can do in Stuttgart in their spare time. Our team understands that life in a new country can be confusing at times. It is important to us that our students can feel at home, even though home may be far away.



## OUR TEACHERS...

...are native speakers or have equivalent fluency. They are specially qualified to teach foreign languages and have many years of experience in this field.

We have chosen them carefully not only for their outstanding professional competence, but also for their friendly, supportive and motivating approaches. In order to maintain and improve these high qualification standards, our teachers regularly attend training courses. All of our teachers speak one or more foreign languages. Many of them have also lived in a foreign country.

## OUR METHODS...

...are developed for maximum knowledge retention.

### THE FOUR KEY SKILLS

All our courses focus on the four essential language elements of speaking, listening, reading and writing, supplemented with pronunciation as an additional key factor. By combining these elements in creative ways, course activities are highly diversified.

### COMMUNICATIVE APPROACH

We believe in learning communication by practicing communication. There are many opportunities to participate in group conversations, discussions, debates, role-plays, presentations and projects. As a result, our students benefit from interactive teaching styles.

### GERMAN ONLY POLICY

The target language is the lesson language from day one. Our students develop good speaking and learning habits from the start that foster efficient and sustainable learning.

### "FREUDE AN SPRACHEN" – THE JOY OF LANGUAGES

We strongly believe that learning a foreign language is a lot easier when it's fun!



# 3 CHOOSE YOUR COURSE

The anglo-german institute offers a variety of lesson formats in order to accommodate every student's needs with regard to content, duration and goals.

## 3.1 Language Levels

### STEP 1

We require a placement test from the student. This can be done online, via Zoom or by phone in advance of the participant's arrival in Stuttgart.

### STEP 2

We find the right course for your level. The participants will be placed in groups according to their language level.

These levels, A1 to C1, are defined by the Common European Framework of Reference for Languages (CEFR) as follows:

Levels		Knowledge of German	Standard Course Duration (Weeks)	Evening Course Duration (Weeks)	Examinations
A1	A1.1	Absolute Beginner to Beginner	4	10	TELC **
	A1.2		4	10	
A2	A2.1	Pre-intermediate	4	10	TELC **
	A2.2		4	10	
B1	B1.1	Intermediate	4	10	TELC **/DTZ *
	B1.2		4	10	
B2	B2.1	Upper Intermediate	4	10	TELC **
	B2.2		4	10	
C1	C1.1	Advanced	4	10	TELC **/TestDaF ***
	C1.2		4	10	

\* Deutsch-Test für Zuwanderer, \*\* The European Language Certificates, \*\*\* Test Deutsch als Fremdsprache

One level takes eight weeks in an intensive course. For absolute beginners, level B2 can be reached in six months.

### STEP 3

On completing a level, students receive a certificate awarded by the school stating the course type, level and duration of the course they attended.

## 3.2 Examinations

The following internationally recognized German language exams can be taken at the anglo-german institute:

- » Academic: telc C1 Hochschule, TestDaF
- » Business: WiDaF
- » General: telc Deutsch A1-C1
- » Vocational: telc Deutsch + Beruf

For medical professionals, we offer the following exams:

- » Pflege-Prüfung: telc B1-B2
- » Medizin-Prüfung: telc B2-C1

The anglo-german institute is also the official exam centre for Cambridge Assessment English in Baden-Württemberg and regularly offers certificates for General English and Business English. Exams are available at all levels.



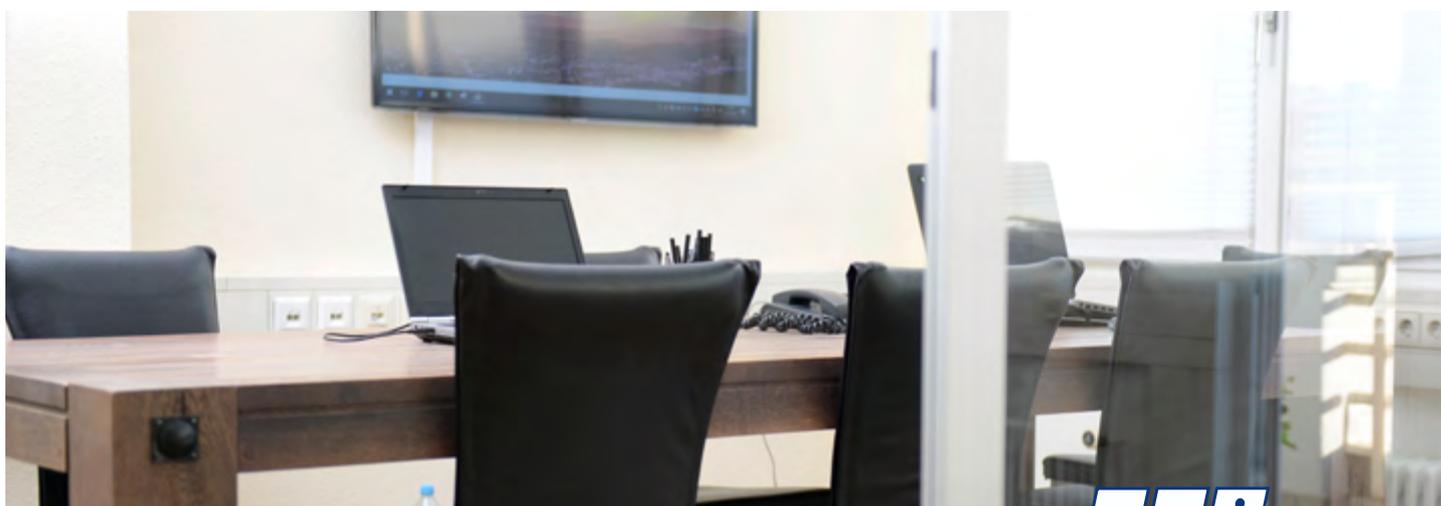
## 3.3 Course Types

### 3.3.1 STANDARD COURSES

A1.1	A1.2	A2.1	A2.2	B1.1	B1.2	B2.1	B2.2	C1.1	C1.2	C2.1	C2.2
<b>Duration per week</b>			20 TU* in a group, Mon - Fri 09:00am-12:15pm incl. 15 min. break								
<b>Course size</b>			5-12 participants								
<b>Special Features and Material</b>			Course material is included. Cultural and recreational programme 2 x per week Welcome pack includes a pen, paper, student ID card, map and useful information and tools to get you started in Stuttgart.								
<b>Course fees</b>			<b>No. weeks</b>	<b>Fee (€)</b>							
Travel expenses are <b>NOT</b> included.			1	275							
			2	462							
			3	660							
			4	836							
			8	1584							
			12	2376							
			16	3168							
			20	3740							
			24	4488							
			32	5984							
40	7040										

The standard courses take place from Monday to Friday. The minimum age for these courses is 16 and they are the perfect format for a longer stay in Stuttgart.

\*A teaching unit (TU) is 45 minutes.



### 3.3.2 SUMMER SCHOOL – JUNE/JULY/AUGUST

A1.1	A1.2	A2.1	A2.2	B1.1	B1.2	B2.1	B2.2	C1.1	C1.2	C2.1	C2.2
<b>Duration per week</b>			20 TU* in a group, Mon – Fri 09:00am–12:15pm; incl. 15 min. break								
<b>Course size</b>			8-12 participants								
<b>Special Features and Material</b>			Course material is included. Cultural and recreational programme 2 x per week Welcome pack includes a pen, paper, student ID card, map and useful information and tools to get you started in Stuttgart.								
<b>Course fees</b>			<b>No. weeks</b>	<b>Fee</b>							
Travel expenses are <b>NOT</b> included.			1	275							
			2	462							
			3	660							
			4	836							
			8	1584							

The long summer break provides an excellent opportunity for a language holiday in Stuttgart. During the summer months the city is especially beautiful, making picnics and sports in the city's parks particularly inviting. These programmes are especially popular with 16-25 year old German students from countries all over the world.

In addition to the other courses in the morning, Summer Courses include fun activities four times a week in the afternoon and excursions on the weekend (on demand).

#### Summer School Sample Week:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:00am– 12:15pm German lessons	9:00am– 12:15pm German lessons	9:00am– 12:15pm German lessons	9:00am– 12:15pm German lessons	9:00am– 12:15pm German lessons	Full-day excursion example destinations: Black Forrest, Munich, Strasbourg, Esslingen, Castles in-/ near Stuttgart, Tübingen, Zürich, Lake Constance, Mercedes-Benz Arena, Metzingen
<b>Lunch break</b>	<b>Lunch break</b>	<b>Lunch break</b>	<b>Lunch break</b>	<b>Lunch break</b>	
1:30 – 4pm City Sightseeing Tour (Hop-on/Hop-off)	1:30 – 4pm Visiting Mercedes- Benz Museum	1:30 – 4pm Sports activity (volleyball, football, basketball, swim- ming)	1:30 – 4pm Visiting television tower for a panoramic view over the city	<b>Free time at disposal</b>	
Free time	Free time	7:30 – 9:30pm "agi Treff" in a Stuttgart pub	Free time	Free time	

\*A teaching unit (TU) is 45 minutes.



### 3.3.3 EVENING COURSES

A1.1	A1.2	A2.1	A2.2	B1.1	B1.2	B2.1	B2.2	C1.1	C1.2	C2.1	C2.2
<b>Duration per week</b>			Mon/Wed or Tues/Thurs; 5:30pm – 7pm, 7:10pm – 8:40pm; 4 TU*.								
<b>Course size</b>			5-12 participants								
<b>Course fees</b>			<b>No. weeks</b>	<b>Fees (€)</b>							
			5	220							
			10	410							
			20	760							

The evening courses take place on two evenings per week, Monday and Wednesday or Tuesday and Thursday. In order to achieve the best results, the groups are kept small. The minimum age is 16 and this format is preferred by learners who work or study during the day.

### 3.3.4 ONE-TO-ONE LESSONS

A1.1	A1.2	A2.1	A2.2	B1.1	B1.2	B2.1	B2.2	C1.1	C1.2	C2.1	C2.2
<b>Duration per week</b>			Bookable in increments of 5 with a minimum of 10 units per booking. Duration, dates, number of lessons and course content by individual arrangement.								
<b>Course size</b>			One-to-One								
<b>Course fees</b>			<b>Teaching units of 45 minutes</b>	<b>Fee (€) per unit</b>							
			10-25	55							
			30 +	52							

In addition to our group courses, we offer personal coaching for maximum learning effect. Students booking one-to-one lessons will receive a course programme designed to meet their specific requirements. Training times are arranged individually and flexibly.

\*A teaching unit (TU) is 45 minutes.



### 3.3.5 MINI-GROUPS

A1.1	A1.2	A2.1	A2.2	B1.1	B1.2	B2.1	B2.2	C1.1	C1.2	C2.1	C2.2
<b>Duration per week</b>			Bookable in increments of 5 with a minimum of 10 units per booking. Duration, dates, number of lessons and course content by individual arrangement.								
<b>Course size</b>			Groups of 2 or 3 students								
<b>Special Features</b>			For a group of 2 to 3 students we also offer Business German and Specialist German for Medical Professionals (from the B2 level).								
<b>Course fees</b>			<b>Teaching units of 45 minutes</b>	<b>Fee (€) per unit per student (group of 2 students)</b>	<b>Fee (€) per unit per student (group of 3 students)</b>						
			10–25	30	25						
			30 +	28	23						

It is also possible to book a private group for two to three students. The participants should be at the same level and can determine the focus and pace of the lessons under the guidance of their teacher. Lessons can be designed on a case-by-case basis to suit private or professional needs.

### 3.3.6 COURSE COMBINATION

All group courses can be combined with one-to-one lessons in German, a specialized language and/or English.



### 3.3.7 EXAM PREPARATION PACKAGE

A1.1	A1.2	A2.1	A2.2	B1.1	B1.2	B2.1	B2.2	C1.1	C1.2	C2.1	C2.2
Duration per week/Course size			Duration, size and dates by individual arrangement								
Special Features			Welcome pack, exam preparation course, exam fees, course material								
Course fees			on request								

If the students' goal is to take an exam, we can support them with our targeted exam preparation package. It can be booked from level A1 or higher and can be tailored to the specific exam they wish to take

### 3.3.8 CUSTOMIZED GROUP PACKAGES

A1.1	A1.2	A2.1	A2.2	B1.1	B1.2	B2.1	B2.2	C1.1	C1.2	C2.1	C2.2
Duration per week/Course size			Duration, size and dates by individual arrangement.								
Special Features			Welcome pack, language course, books and course material, accommodation, leisure programme								

Experience a language adventure in Stuttgart designed for your closed group. This package is especially popular with 16-25 year old German students from countries all over the world. They will have a closed group course in the morning, special fun activities and local sight-seeing in the afternoon, excursions at the weekend (on demand) and full board accommodation at one of our friendly host families.

We will be happy to adapt your individual group offer to the wishes of your customers in terms of course duration, group size or leisure programme activities.

\*A teaching unit (TU) is 45 minutes.

## 3.4 Important Dates

Public holidays 2025:

01 Jan/06 Jan/18 Apr/21 Apr/01 May/29 May/09 Jun/19 Jun/03 Oct/01 Nov/25 Dec/26 Dec

Starting dates for beginners and false beginners 2025:

07 Jan/03 Feb/03 Mar/31 Mar/28 Apr/26 May/23 Jun/21 Jul/18 Aug/15 Sep/13 Oct/10 Nov/08 Dec





Follow us on Facebook  
**anglo-german institute**

Every second Wednesday at 7:30pm we offer a get-together in a hip and monthly changing location. Here, the students can pick up new words and colloquial expressions naturally.



# 4 CULTURAL AND RECREATIONAL PROGRAMME

Learning a foreign language is much more effective when theoretical knowledge can be directly applied in everyday situations. The unique combination of intensive language courses and enriching leisure activities creates the best experience for our students.

We offer a wide range of guided social activities which enable the participants to get to know their host country, its people and their customs better. Our individually organized programme includes sports activities as well as visits to places of interest in and around Stuttgart, such as museums and art galleries, the Wilhelma zoo or the public library, just to name a few.

agi Fresh Start (January-March)	agi New Bloom (April-June)	agi Study & Sun (July-August)	agi Golden Days (September-December)
<b>Sample afternoon programme (Tuesday and Thursday: 1:30pm - 4pm)</b>			
A visit to the Porsche Museum	A visit to the Wilhelma zoological botanical gardens	A swim in one of the lakes near Stuttgart	Middle Age Christmas Market in Esslingen
A walk through the vineyards	A visit to the television tower	Volleyball match at the city beach	A visit to the residential palace in Ludwigsburg
Ice skating	A spring walk through Esslingen	Have some typical Swabian food in a Stuttgart Beer Garden	A visit to the Mercedes Benz Museum
Visiting test lab from Daimler and Maybach	Visiting the museum Staats-galerie	Taking a walk through the parks and having a BBQ	A walk through the vineyards
<b>Festivals and events in Stuttgart</b>			
Swabian Carnival	Frühlingsfest (spring festival)	Stuttgarter Summer Festival	Cannstatter Volksfest
"Die lange Nacht der Museen" (The long night of museums)	International Festival of Animated Film	Stuttgarter Weindorf (Stuttgart wine festival)	Christmas Market
Stuttgart film winter	Ballet in the park	Lichterfest Stuttgart	Krautfest (Cabbage festival in Filderstadt)
<b>The activity programme as well as entrance tickets are included in the standard course fees.</b>			



# 5 ACCOMMODATION

An important part of an experience abroad is the accommodation. We want students to feel at home outside of their language course as well. A great way of getting a closer look at the life and culture of this region is by staying with a host family. We would be happy to help you find suitable accommodation.

## 5.1 Homestay

We recommend staying in a private home as this provides an additional opportunity to practise German outside the classroom and gives a sense of being at home in a new environment. Our homestays can be reached easily using Stuttgart's extensive public transport system. Students are provided with information about their host family two weeks before their arrival in Stuttgart. Summer is our peak season, so early homestay bookings are recommended. Students arrive on the Sunday before they are scheduled to start their course and depart on the Saturday after they have finished their course. Any additional nights must be booked in advance with the school.

Accommodation	Fee
Accommodation only (no meals)	€ 260 per week
Bed and breakfast	€ 330 per week
Half board (bed, breakfast, one hot meal Monday to Friday, all meals on Saturday and Sunday)	€ 430 per week

## 5.2 Hostels and Hotels \*

### HOSTELS

Young, hip, low priced and centrally located within a reasonable distance from our school. A hostel is a good choice for students who want to be more independent, but still enjoy spending their free time after school with new-found friends. It is also an ideal lower-budget solution for entire school groups.

Stuttgart's hostels offer various categories in different price segments. Between one and six bedrooms are generally available. Some of the rooms contain their own shower/toilet. Otherwise clean shared bathrooms with single showers and toilets can be found on each floor. If desired, students can have breakfast or even a packed lunch at the hostel.

### HOTELS

For students who long for more privacy and comfort during their stay abroad, we can recommend a wide-ranging selection of hotels from 3 stars and upwards right here in the centre of Stuttgart, located within walking distance from our school or easily accessible by public transport.

In most cases, breakfast is either already included or can be booked at an additional charge.

## 5.3 Apartment Rental and Residence Hall \*

For short and long-term stays, we also recommend private apartments for additional privacy or shared apartments where students can live with other language students. The apartments combine both the advantages of living in a big city and enjoying privacy whenever desired. We're happy to recommend apartments or dormitories in Stuttgart with nice rooms. Early registration is essential as these rooms are in high demand.

\*We are happy to make recommendations, but the booking itself must be done by the student directly.





# 6 BOOKING PROCEDURE

## 6.1 Bookings

All bookings must be made via email. agi confirms each booking within two business days. We require the following information when a course is booked:

- » Last and first name(s)
- » Mr / Mrs / Ms
- » Date of birth (day, month, year)
- » Course type and starting date
- » Length of course
- » Estimate of student's level of German
- » Possible medical problems (epilepsy, asthma, diabetes, etc.)

### REDUCTION OF TEACHING UNITS

Should the number of participants in any one course be below the minimum number of participants, the school reserves the right to reduce the number of teaching units or to combine courses. The school also reserves the right to cancel courses in the event that there are too few participants.



## CANCELLATION OF A COURSE

Notice received up to 30 days before course starting date	€50
Notice received up to 14 days before starting date	€200
Notice received 13 days to 1 day before starting date	€500
From the first day of the course	Full fee as invoiced
Please refer to the information on page 26 in the case of a late or refused visa.	

## CHANGE IN BOOKING

A change in booking (if seats are available) is only possible in isolated cases, at the sole discretion of the school, up to fifteen workdays before the course start date for a processing fee of €50.

## REFUNDS FOR EARLY TERMINATION

We cannot issue refunds for absence due to illness or any other cause. In certain exceptional cases and for bookings of eight or more weeks a refund is possible, provided students give written notification at least four weeks before the date they wish to terminate the course. Refunds can only be made through the agent's office and not directly by agi.

## 6.2 Payment of Fees

An invoice for net tuition fees will be sent with an enrolment confirmation. Fees are to be paid in EUR either by international money order or via bank transfer to the following account:

BIC/Swift-Code: **COBADEFFXXX**

IBAN: **DE 50 600 400 71 05183 777 00**

Please note that all bank charges are to be paid by the agent.

Homestay charges will be listed on the invoice without commission. agi must receive full payment of the invoice before the first day of the course.

You will receive detailed information about the host family once the invoice has been paid.



## 6.3 Visa Application

For many countries a visa is required before entering Germany and the particular conditions for obtaining a visa vary from country to country.

If required, we can provide a visa letter for a flat fee of €100.

### STEP 1: Embassy and Consulate General

The visa application is submitted with all the required documents to the German embassy or Foreign Office in the student's country of residence (find out which courses are suitable e.g. course level, minimum length of stay, number of lessons per week, etc.).

### STEP 2: Registration for a German Course

We provide an online placement test, if needed, on our website. Speaking skills can be evaluated over the phone or Zoom.

### STEP 3: Confirmation and Invoicing

- » The invoice will be sent via email after a successful booking.
- » After receiving the money, we will prepare the visa letter.
- » The visa letter (scanned version) will be sent by email and the original can be collected later in person at our reception desk.

### STEP 4: The Beginning of the German Course

- » Once the visa has been received, the student can take part in their German course.
- » If the issuance of the visa is delayed, the start of the booked course can be postponed multiple times within twelve months for a fee of €50 (written notice fifteen working days before the start of the course).
- » In the case of a visa rejection: 30% of the paid course fees, min. €400, will not be reimbursed.

## 6.4 Accommodation

If accommodation is required, please provide the following:

- » Type of accommodation: homestay, hostel, hotel or apartment
- » Does the student smoke or tolerate smoking?
- » Does the student tolerate children and/or pets?
- » Does the student suffer from allergies or require a special diet?
- » Is an airport or train transfer required?
- » Arrival date and time (even if a transfer is not required)

## 6.5 Insurance

Students are not covered for health, accident or liability insurance by us or the host family. Students have to obtain the necessary insurance coverage prior to leaving their own country. Together with our partner Care Concept AG, we are happy to help you with any insurance issues.

## 6.6 Airport or Station Transfer

agi offers a one-way transfer service to/from the Stuttgart airport or main train station (Hauptbahnhof). The transfer service must be booked upon enrolment and the school must be informed about arrival details, such as date, time, airline and flight number/train number, at least five days before the student's arrival in Stuttgart. The fee for the transfer service is €150 one way.



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