



INCOMING VISITING STUDENTS – AFTER ARRIVAL (1)

LEASE CONTRACT

Read and sign your lease contract. Observe the instructions how and when to transfer your monthly lease.

AT THE BANK

Open an account - "Konto" (don't forget to bring you passport).

HEALTH INSURANCE

If you did not bring a health insurance valid for medical treatment in Germany you must purchase it here (for finding agencies and offers use internet search term: "health insurance foreign guests to germany"). We suggest to buy health insurance + liability insurance + accident insurance. You may also contact the International Office helpdesk for insurance offerings.

ENROLLMENT AT THE UNIVERSITY (STUDENTS TAKING CLASSES)

After your application has been processed, you will receive the official "Zulassungsbescheid" (admission letter), which you need for registration in the "Ausländerbehörde" (temporary residency registration) and for "Einschreibung" (enrolment / matriculation) at the university.

Transfer the "Studentenwerksbeitrag" (student service agency fee) and the "Verwaltungsbeitrag" (administration fee) and the tuition fees for international students. You will find the bank form in your admission letter ("Zulassungsbescheid"). Keep the copy of the transfer form – you need it for enrolment.

Details at:

<https://www.uni-ulm.de/en/study/organisation/tuition-fees/>

TEMPORARY RESIDENCY REGISTRATION

Obligatory for anyone staying longer than 2 months.

Take your passport, 2 passport photos, proof of health insurance, address of residence (room contract), confirmation of scholarship or bank letter / acceptance letter of supervisor and the "Zulassungsbescheid" to declare day of arrival and period of stay. If your documents are complete you will then receive the temporary residency permission ("Aufenthaltsbewilligung").

<http://www.uni-ulm.de/en/io/degree-phd/welcome/authorities-and-insurances/registration-offices/>



INCOMING VISITING STUDENTS – AFTER ARRIVAL (2)

ENROLLMENT / MATRICULATION

"Studiensekretariat" - (Location: M 24 Ground Floor)

<https://www.uni-ulm.de/en/study/organisation/more/studiensekretariat-responsibilities-and-contact-details/>

You will then receive the admission documents and the document you need for a "Semesterticket" (special price public transport ticket)

ACADEMIC COUNSELLING

During the first two weeks after arrival please schedule a meeting with an academic advisor:

<https://www.uni-ulm.de/en/study/student-advisory-services/course-advisors/>

EXAMS & GRADES

The procedure is the same as for ERASMUS and EXCHANGE students

<http://www.uni-ulm.de/en/io/mob-in/during-mobility/grades-exams/>

More important and helpful information at

<http://www.uni-ulm.de/en/io/degree-phd/welcome/>