



# Pre-Enrollment Session für EU Residents

23 June 2022

Dr. Sabine Habermalz & Jakub Vávra



# International Student Support Team



**Yang Na**

Incoming Students Coordinator (until May)



**Dr. Sabine Habermalz**

Erasmus+ Institutional Coordinator (interim)



**N.N.**

Incoming Students Coordinator (from August)



# International Student Support Team



Emily Haible



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## International Mobility

means to go abroad for a set period of time, and to return to one's home university afterwards to complete one's degree.

Not only students can do an international mobility (e.g. study abroad or an internship abroad). There are also programmes and funding for university teachers (guest lectureships) and other university staff (training abroad).

Persons who do an international Mobility in the framework of an exchange agreement with a partner university will receive special support and enjoy other benefits.

## Mobility Incomings

is addressed to students, academic and administrative staff of universities abroad, who are planning or carrying out an international mobility at Ulm University.

### Infos zu...

Diese Seiten gibt es derzeit leider nur auf Englisch:

- [Planning to Study Abroad](#)
- [Applying to Study Abroad](#)
- [Preparing to Study Abroad](#)
- [During Study Abroad](#)
- [Finishing Study Abroad](#)
- [Teaching Abroad](#)
- [Training Abroad](#)



## Contact

### Incoming Students Support Team

**N.N.** (Incoming Students Coordinator)  
**Dr. Sabine Habermalz** (Erasmus+ Institutional Coordinator)  
**Emily Haible** (Student Advisor)  
**Jakub Vávra** (Student Advisor)  
**Linh Nguyen** (Student Advisor)

### Advising (online)

by previous appointment  
 please contact us via e-mail:  
[study-abroad@uni-ulm.de](mailto:study-abroad@uni-ulm.de)

- ✉ [Send us an eMail](#)
- 🔔 [Stay informed](#)
- ➔ [How to find us](#)

Ukraine	Mobility Outgoings	<b>Mobility Incomings</b>	...	🔍
Planning to Study Abroad		▶ Forms to Send to the International Office		
Applying to Study Abroad		▶ Erasmus+ Learning Agreements		
Preparing to Study Abroad		▶ Things to Organize as Soon as Possible		
During Study Abroad		▶ Things to Bring with...		
Finishing Study Abroad				
Staff Training Abroad				

# What is Enrollment

- Procedure to be officially immatriculated as a student for any given semester
- To obtain a student ID card
- To be allowed to live in a student residence
- To be entitled to eat at the student cafeterias at a reduced price
- To be allowed to buy a semester ticket
- To get an eMail account @uni-ulm.de



# Why you should do a Pre-Enrollment

- Most important for medical students:
  - The faculty has a course enrollment system.
  - You need to be officially in the student registry to be enrolled into your chosen courses
  - This is done by the faculty for you before the start of the official course registration for regular students opens
- Your student ID card will be available upon arrival, giving you access to numerous services sooner
- Easier access to MOODLE for participants in the intensive German course and maybe for other online sessions



# What is needed for Enrollment?

- Completed application form
- Copy of your European Health Insurance Card (EHIC)
- Current passport photo (for student ID card)
- Copy of passport (i/a with current residence permit in an EU country)
  - German nationals: Personalausweis sufficient
- Medical Students:
  - Proof of Vaccination against Measles
  - Proof of Immunity against COVID 19
- Proof of payment of the semester fee (87€)  
Scan/Copy of Bank Statement
- Official admission letter  
(will be added by International Office Ulm)



# How to transmit the documents?

- Proof of payment of the semester fee (87€) and Proof of vaccination/immunization  
➔ must be uploaded in mobility-online

The screenshot displays the 'mobility-online' application status page, divided into two main sections: 'Acceptance' and 'Before Arrival'. A vertical grey bar is present in the center of the page.

**Acceptance (2 / 2)**

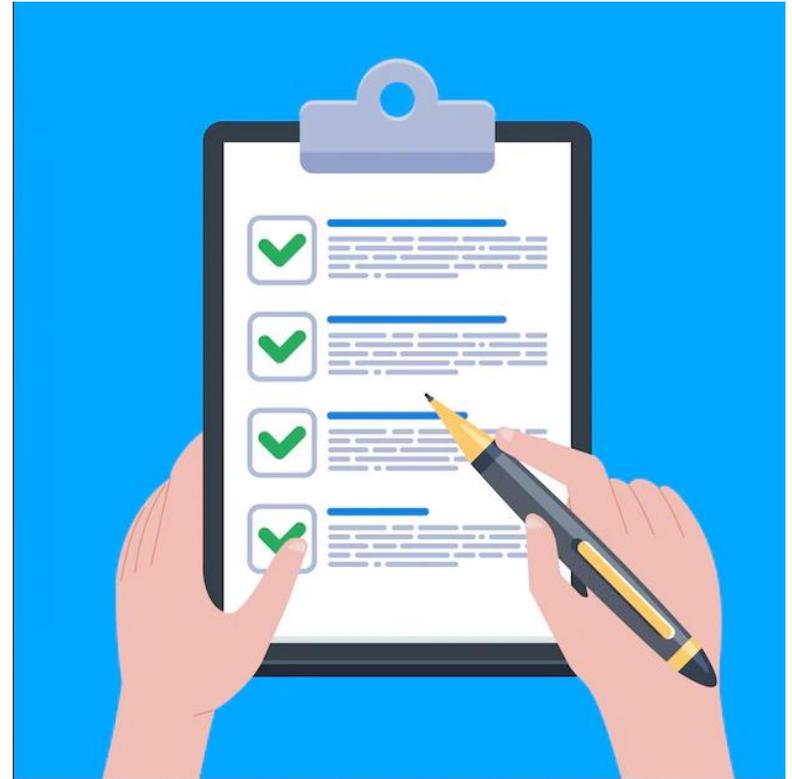
- Acceptance notification downloaded  29.12.2021 [Download Acceptance notification](#)
- Congratulations, your application was successful! There are still a few more things to do.**
- Your Journey to Ulm University
- Semester Fee Payment Instructions  18.01.2022 [Download "Your Journey to Ulm University" Learn more](#)
- Please check out our Payment Instructions for the Semester Fee. As soon as you have paid the semester fee, please upload a confirmation of the semester fee (a printout of your bank statement) within the next step.
- Semester fees paid  20.01.2022 [Upload confirmation of payment](#)

**Before Arrival (5 / 5)**

- Proposal of Courses downloaded [Download Proposal of Courses](#)
- Please read the **Instructions** on how to fill out the Erasmus+ Learning Agreement for Studies. You can download our template for the Learning Agreement [here](#). **Upload Learning Agreement after you and the responsible person at your home institution have signed it.**
- Learning Agreement uploaded  28.01.2022 [Upload Learning Agreement](#)
- Learning Agreement signed by the responsible person at Ulm University downloaded [Download Learning Agreement signed by the responsible person at Ulm University](#)
- Please complete the following online German Language Test: <https://www.comelsen.de/empfehlungen/sprachtest/informationen-zu-den-eti>
- The test result does not have any impact on your application; it is only forwarded to our language center.
- German Language Test uploaded  28.01.2022 [Upload German Language Test](#)
- Housing Assignment downloaded [Download Housing Assignment](#)
- Please print out the Housing Assignment, indicate whether you accept or refuse the room, sign and upload it. **In addition, you must also send it by regular post to:** Universität Ulm | International Office | Helmholtzstraße 22 | D 89081 Ulm | Germany
- Signed Housing Acceptance uploaded  14.02.2022 [Upload Signed Housing Acceptance](#)
- Proof of Corona vaccination required**
- Beginning with the **Winter Semester 2021/22**, medicine students within the Erasmus programme will be required to submit proof of their Corona vaccination as well as **measles vaccination**. A copy of your vaccination passport has to be submitted with your application in Mobility Online about two weeks before arrival in Ulm. The original passport must be carried during the exchange studies and presented on request at the respective teaching institutions or clinics.
- Proofs of vaccination uploaded  10.11.2021 [Upload proofs of Vaccination](#)
- Arrival Notification filled out  14.02.2022 [Fill out Arrival Notification](#)

# How to transmit the documents?

- Everything else can be sent either
  - by eMail to [incomings@uni-ulm.de](mailto:incomings@uni-ulm.de)
  - By regular post to  
Universität Ulm  
II-3 International Office  
Helmholtzstrasse 22  
89069 Ulm  
Germany
  - Or you can provide us a file link where we can download your documents



# How to fill out the Application for Enrollment Form

Please only use capital letters if you fill in the form in handwriting.

Application for enrolment for **Winter semester 2022/23**  
Winter/summer semester plus year

Applicant Number:

**I am applying for enrolment in the following course of study:**

Aspired degree	Study programme	Semester in the programme
<input type="text" value="Non-degree seeking"/>	<input type="text" value="Advanced Materials"/>	<input type="text" value="1"/>
Specialisation <small>(only Advanced Materials, Chemistry Master, Finance)</small>	<input type="text" value="Advanced Oncology"/>	<input type="text" value="Leave empty"/>
Faculty affiliation (elections): You are entitled to take part in election subject. If you wish to vote in a different faculty, please send an e-mail to <a href="mailto:admission@ulm.de">admission@ulm.de</a>	<input type="text" value="Biochemistry"/>	Faculty of your first
<b>First or new enrolment at Ulm University?</b>	<input type="text" value="Biology"/>	<input type="text"/>
<input type="checkbox"/> Ulm University is my first university (Erstimmatrikulierte)	<input type="text" value="Biophysics"/>	<input type="text"/>
<input checked="" type="checkbox"/> I have been enrolled at a university before (Neuimmatrikulierte)	<input type="text" value="Chemistry"/>	<input type="text"/>
<input type="checkbox"/> I have been enrolled at Ulm University before - with the following student ID number:	<input type="text" value="Chemical Engineering"/>	<input type="text"/>

to be filled in by Ulm University  
 Immatdatum/Kürzel

Choose appropriate subject from your acceptance letter

**Semester Fee: Payment Instructions**

International students spending one or two semesters in the context of an exchange programme are required to pay the *Semesterbeitrag* each semester.

Please use the following information for your money transfer

	Transfer from a bank in an EU country (SEPA: Single Euro Payments Area)
Bank Name	Sparkasse Ulm
Bank Address	Neue Strasse 66, 89073 Ulm
BIC/SWIFT	SOLADES1ULM
IBAN	DE68 6305 0000 0000 0000 50
Bank Code*	630 500 00
Account No.*	5050
Account Owner	Kasse der
Account Owner Address	Helmholtzstr.

\* Bank Code or Account No. are not always needed

Payment of the Semester Fee	
Payment (Amount)	€ 87.00 (Exchange Students)   € 17 M
Reason of Payment	Bew.Nr. 318177 - I

# How to fill out the Application for Enrollment Form

Personal Data			
Last name (as per passport/ID):			
First name/s (as per passport/ID):			
Name at birth (only if different from names above):			
Date of birth (dd.mm.yyyy):		Place of birth:	
Gender:		Nationality:	
Car license area code of your hometown (e.g. UL = Ulm) in Germany			
International car license country code if your hometown is outside Germany (e.g. CH = Switzerland)			

Country	Code
Bulgaria	BG
Czech Republic	CZ
Germany	D
Portugal	P
Italy	I
Spain	E
France	F
Romania	RO



# How to fill out the Application for Enrollment Form

<b>Contact details</b> (Address where you can be reached). Please note: All correspondence of Ulm University will be sent to this address.			
Street and no.:	Helmholtzstrasse 22		
Address details (e.g. room no.):	c/o International Office		
Postal code/Town or city:	89069	Ulm	
Only if address is outside of Germany - International car license country code (e.g. CH = Switzerland):			D
Phone (optional):			
E-Mail (optional - upon enrolment, you will receive an e-mail account by Ulm University):			

Please remember to change this address to your address of residence after arrival.  
You can do that at a self-service terminal at the university!

You must also inform the Health Insurance about your Ulm address after arrival.  
For this, you must submit a copy of your city registration (to International Office)

# How to fill out the Application for Enrollment Form

**University entrance qualification** (e.g. university entrance certificate A-level/school leaving certificate)

Type of university entrance qualification:

In Germany (please tick only if you have a German university entrance qualification):

- Gymnasium (Aufbaugymnasium, kooperative Gesamtschule, sonstiges Gymnasium - nicht beruflich)
- Gesamtschule (Freie Waldorfschule, Gesamtschule, Integrierte Gesamtschule - Gymnasialzug)
- Abendgymnasium
- Fachgymnasium - allgemeine Hochschulreife (z.B. berufliches, technisches oder Wirtschaftsgymnasium)
- Fachhochschulreife
- Fachgymnasium - fachgebundene Hochschulreife (z.B. berufliches, technisches oder Wirtschaftsgymnasium)
- Kolleg (ohne Studienkolleg)
- Studienkolleg
- Allgemeine Hochschulreife durch berufliche Qualifikation
- Fachgebundene Hochschulreife durch berufliche Qualifikation
- Externenprüfung/sonstige Studienberechtigung - allgemeine Hochschulreife
- Sonstige Studienberechtigung - fachgebundene Hochschulreife

Outside Germany (please tick only if you obtained your university entrance qualification outside of Germany):

- Higher education entrance qualification - not subject-restricted and valid for all study programmes
- Subject-related higher education entrance qualification

University Entrance qualification =  
Hochschulzugangsberechtigung  
Usually Abitur, High School  
diploma

i.e. that exam / certificate /  
diploma that testifies that you  
have qualified to study at a  
university

# How to fill out the Application for Enrollment Form

## Place of university entrance qualification:

The university entrance qualification was obtained in Germany;  
please fill in car license area code of the town or city (e.g. UL = Ulm).

The university entrance qualification was obtained outside of Germany;  
please fill in car license country code (e.g. CH = Switzerland).

## Grade of university entrance qualification:

Please fill in the grade (e.g. 2.0).

## Date of university entrance qualification (dd.mm.yyyy):

Country	Code
Bulgaria	BG
Czech Republic	CZ
Germany	D
Portugal	P
Italy	I
Spain	E
France	F
Romania	RO

# How to fill out the Application for Enrollment Form

If you have already been enrolled at a university in Germany or outside of Germany, please answer the following questions.

At which university were you <u>first</u> enrolled?	
Place of first enrolment (worldwide)	
Type of university of your first enrolment in Germany:	
Semester of your first enrolment in Germany:	
Semester of your first enrolment abroad:	

Study outside of Germany in relation to the studies now being pursued		
Country:		International car license country code (e.g. CH = Switzerland):
Duration in months (you were not enrolled at a German university at the same time):		

Total amount of semesters in Germany	
Number of semesters you have been enrolled at German universities, including this semester and including academic leave of absence, practical semesters, but excluding preparatory courses (e.g. Studienkolleg)	
- Number of semesters of leave of absence at German universities	

# How to fill out the Application for Enrollment Form

Enrolment record at universities (worldwide):				
from semester	until semester	number of semesters	study programme	Name and location of the university
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Semesters of interruption of studies:			
(Semester of interruption are only semesters in which you were not enrolled at any universities worldwide)			
from semester	until semester	number of semesters	Reason for interruption
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# How to fill out the Application for Enrollment Form

Programme during the previous semester <small>(only needs to be filled in if you were enrolled at a university (worldwide) in the preceding semester):</small>	
The preceding semester was the...	<input type="text"/> <input type="text"/>
Place of university:	<input type="text"/>
Type of university:	<input type="text"/>

	1st subject	2nd subject (if applicable)
Aspired final degree in the preceding semester:	<input type="text"/>	<input type="text"/>
Study programme in the preceding semester:	<input type="text"/>	<input type="text"/>
Semester in this programme in the preceding semester	<input type="text"/>	<input type="text"/>

Preceding semester (in reference to the semester in which you plan to start your studies at Ulm University = current semester)

# How to fill out the Application for Enrollment Form

Intermediate or final examinations taken so far at universities (worldwide)	
Have you taken an intermediate or final examination in one or more subjects at a university?	
<input type="checkbox"/> I have not completed any intermediate or final examinations.	
<input type="checkbox"/> I have passed the following intermediate or final examination(s):	

	Passed intermediate or final examination	Study programme	Grade	Date	semester in the programme
1st Exam					▼
2nd Exam					▼
3rd Exam					▼

I failed the following intermediate or final examination at last attempt:

--

\*Form of exam:

VD: Vordiplom

M1: First section of the medical examination

NVP: Natural science examination in dentistry

ZV: Preliminary-examination in dentistry

ZP: Intermediate examination (state exam in teacher education)

# How to fill out the Application for Enrollment Form

## I confirm

that the information I have given is true and complete.

I know that false information can lead to cancellation of registration/enrolment.

## I declare

that in the programme for which I am applying I have not failed any examination at last attempt or lost the right to examination due to other reasons. The same applies for study programmes that Ulm University considers to be related to the study programme for which I am applying to enrol.

that I am not enrolled at any other university in Germany (a simultaneous enrolment at Ulm University is only allowed with explicit permission by both universities!)

that - during my studies - I will not be under any employment contract or articles of apprenticeship or employed elsewhere - this regulation does not apply when enrolling in the Master Online Programme "Advanced Oncology".

(The job as an academic assistant at Ulm University is not an employment in the sense of this declaration)

If I am employed elsewhere, I enclose documents proving that I have sufficient time for my studies, particularly that I will be able to participate regularly in all the necessary classes. I will provide a letter from my employer stating my hours of work and giving permission for me to study.

With enrolment at Ulm University, a personal account and a personal email address are created.

I agree to electronically receive notifications and information related to the administration of students and examinations as well as tuition fees via this account and to this email address. Student administration comprises, without being limited to, enrolment, leave of absence, change of study programme, re-enrolment/reminders, annulment of admission as well as termination of enrolment. Examination administration comprises, without being limited to, registration for and withdrawal from examinations, recognition of study and examination achievements and the loss of the right to be examined.

\_\_\_\_\_  
Date, Applicant's signature

Formular drucken

**All requested documents must be enclosed to this application (see admission letter).**

Print out the form.

Do not forget the  
date and your signature

# How to fill out the Application for Enrollment Form

**All requested documents must be enclosed to this application (see admission letter).**

The Student Administration and Examination Office (Studiensekretariat) must be informed immediately of any changes to the recorded data that occur after enrolment.

**Contact details Studiensekretariat:**

E-Mail: [studiensekretariat@uni-ulm.de](mailto:studiensekretariat@uni-ulm.de)

Phone: +49 (0)731 50 24444

Fax: +49 (0)731 5012 22058/31185

**Legal Basis**

This data is used by the central units of Ulm University (e.g. library, IT department) (§ 3 Federal State Data Protection Act)

The individual data as per the legal basis of the current law will be collected, saved, used and passed on according to the relevant laws and conditions.

Data collected, saved and used for fulfilment of the legal duties of the university (§ 12 Baden-Württemberg Federal State Higher Education) can - according to § 9 state data protection law - be passed on to third parties, especially to other universities, compulsory health insurance, offices for educational grants, pension, welfare and social services and salary departments of public employers if the regulations of §§ 10 and/or 11 of the state data protection law are fulfilled.

§§ 56 - 62 Baden-Württemberg Federal State Higher Education Act

Regulation of the Department of Education and Science for collecting, use of personal data of applicants, students and examinees for administrative purposes of the universities, 28 August 1992 (law gazette 1992, p. 667), last updated by Art. 2 of the regulation dated 03 May 2012 (law gazette 11 May 2012, p. 276 ff.).

Data collected on this legal basis will be passed on without complete name and address to the statistics office Baden-Württemberg. This authority may also pass on individual data without name and address to the relevant highest federal and regional authorities as well as places deemed authorized by such authorities for scientific purposes as long as this does not endanger privacy of information.

more information: <https://www.uni-ulm.de/index.php?id=120206>

**Direct all your questions to [incomings@uni-ulm.de](mailto:incomings@uni-ulm.de), not to Studiensekretariat (Registrar's Office)! Send all documents to the International Office!**

**This explains why you are asked these many questions and on which legal basis. A lot of data are required for statistical purposes (government steering) and will be evaluated anonymously.**

**On purpose, the International Office does not ask for this information during the application / admission process, as not every student will be accepted, and some accepted students drop out. Only those who will actually be enrolled have to supply these data.**

# How to fill out the Application for Enrollment Form

## Bearbeitungsvermerk des Studiensekretariats

### Bei der Einschreibung grundsätzlich vorzulegen:

- HZB - beglaubigte Kopie
- Passbild
- Kontoauszug (kein Überweisungsträger)
- Nachweis einer deutschen gesetzlichen Krankenversicherung oder Nachweis der Befreiung von der Versicherungspflicht; diese Unterlage wird von der gesetzlichen Krankenkasse elektronisch übermittelt. Studierende fordern bei einer von ihnen gewählten deutschen gesetzlichen Krankenkasse eine Mitteilung "Meldegrund 10 für die Universität Ulm" an. Eine Kopie der Versicherungskarte/EHIC oder eine schriftliche Mitgliedsbescheinigung werden nicht akzeptiert.
- Kopie Personalausweis/Reisepass
- Adressierter Rückumschlag DIN C4
- Nachweis Studienorientierungsverfahren für 1. FS Bachelor und 1. FS Staatsexamen Medizin/Zahnmedizin
- Nachweis Lehrerorientierungstest für 1. FS Staatsexamen Lehramt

### Bei früherem Studium in Deutschland vorzulegen:

- Exmatrikulationsbescheinigung
- Studienabschlussurkunde/-zeugnis - beglaubigte Kopie (nur, wenn ein Studienabschluss vorliegt)
- Zweitstudiengebühr (850 Euro) geprüft

### Nur in Sonderfällen vorzulegen:

- Bescheinigung über eine studienfachliche Beratung (nur bei Studiengangwechsel)
- Einstellungsuntersuchung (nur für FJ)
- Beschäftigungserklärung und vom Dekanat genehmigter Antrag auf Annahme als Doktorand (nur für Doktoranden)

### Nur von ausländischen Studienbewerbern/Studierenden vorzulegen:

- HZB - Original und beglaubigte Kopie und Übersetzung:  39  59 erlangt im Jahr: \_\_\_\_\_
- Original/beglaubigte Kopie geprüft von \_\_\_\_\_ am \_\_\_\_\_ (Datum, Kürzel)
- DSH-Zeugnis
- APS-Zertifikat (nur für chinesische und vietnamesische Staatsangehörige)
- Studiengebühr für internationale Studierende (1.500 Euro) geprüft.

### Nur bei Einschreibung in die Studiengänge Medizin, Zahnmedizin, Molekulare Medizin, MTN:

- Bescheinigung über Masern-Immunschutz gem. Masernschutzgesetz
- Immunitätsnachweis gegen COVID-19 gem. § 20a Infektionsschutzgesetz
- Verpflichtung zur Einhaltung der Verschwiegenheit für Studierende am Universitätsklinikum Ulm

### Sonstiges:

version: 05/2022

**Do not make any marks on this final page! That is for internal processing only.**

**Thank you  
for  
your  
attention.**