

Arrival Check List

1) Registration City Hall

Required Documents:

- **Original** passport and visa
 - Copy of passport and visa
 - “Wohnungsgeberbestätigung” (to be signed by your landlord)
- ➔ After registration > registration certificate + Semesterticketinfo

For semester ticket or semester ticket voucher:

- Certificate of enrollment
- Student ID

Address: Abteilung Melde- und Ausländerwesen
(Olgastraße 66, 89073 Ulm)

Opening hours:

Mon, Tue	07:30 – 16:00
Thu	07:30 – 18:00
Wed, Fri	07:30 – 12:30
Sat	08:30 – 13:00

2) Bank Account

Required Documents:

- Certificate of enrolment or admission letter (if certificate of enrolment is not issued yet)
- Passport

3) Health Insurance

Required Documents:

- Completed application form
- Certificate of enrolment (can be handed in after enrolment)
- Bank account details
- Passport photo

4) Enrolment

Required Documents:

- Completed application form
- Admission letter
- All documents mentioned on the admission letter
- A passport photo

5) Residence Permit („Elektronischer Aufenthaltstitel“)

Required Documents:

- Passport
- Up-to-date biometric photograph
- Proof of health insurance (health insurance card or application is not sufficient)
- Proof of income (bank statement showing app. 8640,00 €), scholarship or letter of commitment
- Application in person (recording of fingerprints)
- Fee (up to 1 year: 100,00 €; more than 1 year: 110,00 €)
- Recent enrolment certificate
- People who are allowed to enter Germany without visa*: “4-Seiten-Antrag”

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