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

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”

*Andorra, Australia, Brazil, Honduras, Israel, Japan, Canada, Monaco, New Zealand, San Marino, South Korea, USA

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