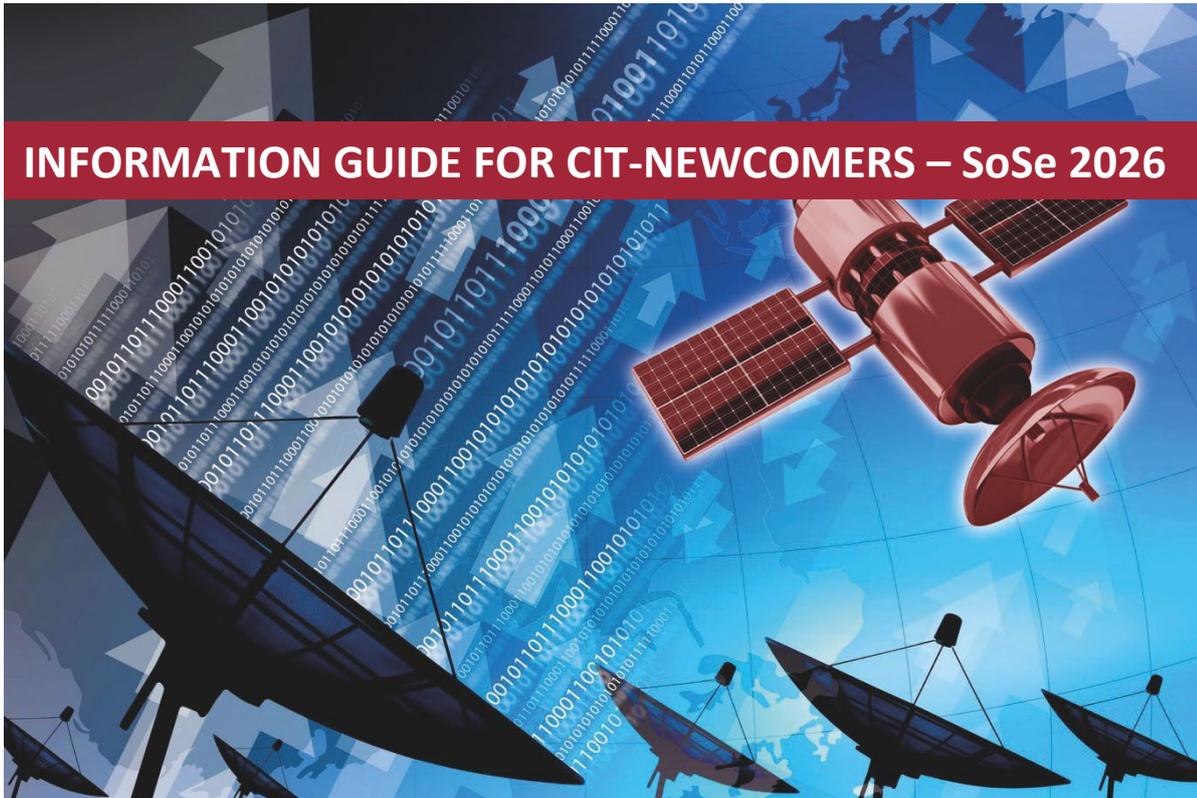


INFORMATION GUIDE FOR CIT-NEWCOMERS – SoSe 2026



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1 Welcome to Ulm University

We are happy to have you here in the international **Communication and Information Technology (CIT)** programme and hope you will feel at home soon.

We strive for an open and personal contact with our students. Therefore, you will find some important addresses around your study programme on the next page.

Please feel free to contact us if you encounter a problem or seek advice concerning your studies.



2 Important Contacts



Programme Coordinator

Dr. Sandra Mann

Communication and Information Technology
Office, University West
Albert-Einstein-Allee 41
Room 41.3.107
Phone: +49 (0)731/50-26004
E-mail: sandra.mann@uni-ulm.de

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Dr. Sandra Mann

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Albert-Einstein-Allee 43
E-mail: maurits.ortmanns@uni-ulm.de

3 Checklist

Before you can settle completely, several organizational things have to be done within the first few weeks after your arrival. Be assured that all steps and questions will be handled in a timely manner.

Monday, March 09 your Orientation Programme begins with German classes.

A detailed programme about the Orientation Weeks will be provided separately.

The information in this guide is also for later reference. Thus, please read it carefully and keep it.

On the next page, you'll find a checklist with the most important things to be dealt with at the beginning. If you have any questions, the Communication and Information Technology Office will be happy to help you.



3 Checklist



This checklist can help you to keep track of the things you need to take care of.

- Introduce yourself to your neighbours in the dorm
- Introduce yourself to the caretaker of the dormitory
- Open bank account
- Register at registration office, town Ulm or Neu-Ulm
- Health insurance
- Sign rental contract and complete paper for monthly rental payment
- Enrol at university

4 General Notes

Matters related to enrolment and exmatriculation are handled by the Student Administration and Examinations Office, Uni-Ost, entrance Nord, M23 and M24 (ground floor), room 225. It is responsible for formal student affairs.

Most services like exam registration, printing a transcript etc. are available online from the *Higher Education Services Portal* accessible via the Web Portal kiz Services provided by the Communication and Information Centre (kiz):

<https://www.uni-ulm.de/en/einrichtungen/kiz/service-catalogue/campus-business/web-portal-kiz-services/>



Registration for the next semester

You have to register for each semester and pay your fees. Check payment period and deadline and pay in time. You will receive an e-mail from the Student Administration and Examinations Office reminding you of the re-registration. If you pay late you have to pay an additional late re-registration fee.

After a certain period but well in time for the new semester you can print the certificate of enrolment from the portal mentioned above.

The deadlines for re-registration end on 10 August for the following winter semester and on 10 February for the summer semester.

4 General Notes

Health insurance

If you took out health insurance with Techniker Krankenkasse (TK), please do not hesitate to contact Mr. Michel Jaquet if you have any questions:

michel.jaquet@tk.de

mobile: 0151 – 1453 49 78

Liability insurance

You are highly recommended taking out liability insurance, unless you already have sufficient insurance cover, e.g. with parents or spouse. As tenant it is useful to include rental property damage.

Information related to your studies can be found on the CIT website as well as on Moodle if you register for the Communication and Information Technology Programme Information. Access to the latter is restricted to the university web.

CIT Website:

<https://www.uni-ulm.de/ci-tech>



CIT Moodle:

<https://moodle.uni-ulm.de/course/view.php?id=264>



5 Info about the Studierendenwerk

Hopefully you will soon be acquainted with your new neighbours such that you feel comfortable and at home.

Dormitories are run by the *Studierendenwerk* (student services).

If you want to move – especially to a different dormitory, be aware that it is possible only after one semester because of long waiting lists (especially for the cheaper dormitories). You have to apply to the Studierendenwerk for moving to another room.

In the past, students who wanted to move immediately after just having arrived later realized that they liked their room and wished to stay.

So, please be patient with yourself and try to adjust to your new environment in case you happen to feel uncomfortable initially with your room or your new neighbours.



Just be aware that there will almost always be something to dislike, but there will also be things you like (hopefully).

For more details on moving see below.

Your room is your responsibility as well as its cleanliness and also the condition of shared facilities. You have to arrange with your roommates to maintain the apartment. There is no service taking care of cleaning your room.

Your rental contract is issued for six semesters if you received housing through the CIT office. Extension of the contract is not possible, because of the high demand for dormitory rooms and the preference given to newly arriving students, who are in more urgent need. If you should need any more time, even if it is only one month, you will have to find private housing (but you may still inquire at the Studierendenwerk, maybe you are lucky).

5 Info about the Studierendenwerk



If you want to leave earlier, you may cancel your contract with eight weeks' notice towards the end of a semester (see chapter 6 Moving).

After graduation you can move out any time during the semester if you present proof of your exmatriculation. However, the period of notification is still eight weeks towards the end of a month.

Your monthly rent will automatically be withdrawn from your bank account at the beginning of each month. Please make sure that enough money is on your account. If the withdrawal does not work you will be charged a fee for each unsuccessful withdrawal attempt. If you should constantly be in delay with your payments, you risk immediate cancellation of your rental contract.

After moving out of your room your deposit will be returned. This will happen about six weeks after termination of your contract.

Thus - make sure to keep your account open for two more months after your departure. You can ask your bank to close your account after these two months and transfer any remaining money to your new account.

In case damage occurred in your room the deposit will be refunded only partially.

When the Studierendenwerk writes letters to you pay attention to them. Not knowing German is not an acceptable excuse for disregarding the letters. Please note that the Studierendenwerk is extremely cooperative and tries its best to serve you. But it also needs your cooperation.

Address of the Studierendenwerk

James-Franck-Ring 8, 89081 Ulm
Visiting address "Recht, Wohnen, Soziales":
Manfred-Börner-Straße 5, 89081 Ulm

5 Info about the Studierendenwerk

Some additional rules (excerpted from “Allgemeine Mietbedingungen”)

- ! Keep your room and its furniture in good condition. Care for shared facilities. Clean up after yourself – be a good example, even if your neighbour should be less tidy.
- ! All damages or disturbances have to be reported to the caretaker immediately, otherwise you are liable for any damages resulting from *not* reporting them.
- ! No noise after 10.00 p.m. or before 8.00 a.m. Radio, TV, etc. may not be operated above ‘room noise level’.
- ! It is a law that *every flat-sharing community* has to register with the “**Rundfunkbeitrag**” and pay a monthly fee for the German radio and television service (no matter if you speak German or not or if you use it or not). For more information please visit:

https://www.rundfunkbeitrag.de/welcome/english/index_ger.html and talk to the other members of your flat-sharing community as only one person must be registered and pay the licence fee. You can decide among yourselves who this should be and then split the monthly fee.

Please note that ignoring letters from the “Beitragsservice” entails considerable costs, so make sure that you answer them.

- ! You are the only person to live in your room, except for occasional visitors. You are **not allowed to sublet your room**, to give your key to anybody else or to let other people live in your room during your absence. In case you violate this rule your rental contract will be cancelled immediately.

5 Info about the Studierendenwerk



In addition to housing (1,611 student dorm rooms in Ulm and a private room index) the Studierendenwerk offers a variety of **further important services:**

- Financial advice: training loans, hardship funds etc.
- Social assistance and counselling: psychosocial counselling (PBS), legal advice, childcare
- Campus Dining: canteens, cafeterias, food trucks, vending machines, catering
- Service: leisure time accident insurance, events

Psychosocial Counselling Service for Students

The counselling is free of charge and strictly confidential. Individual counselling in German and English are offered.

Counselling is provided for a wide range of personal problems, such as:

- Homesickness, isolation, sadness, struggling with cultural barriers, pressure to be successful
- Worries about the situation at home
- Struggling with academic performance, work blocks, concentration, motivation
- Exam fears, anxiety, sleep problems, mental disorder
- Problems with yourself or with others

Interested parties please contact pbs@studierendenwerk-ulm.de or the secretariat (Mo, Th: 8-12 a.m.) in room C 152, Upper West Side, Haus C, Manfred-Börner-Str. 5 (phone: +49 (0)731/79031-5100).

Legal advice

The Studierendenwerk provides pro bono legal advice, relating to examination regulations and tenancy law.

5 Info about the Studierendenwerk

Info-Point

Located at the south entrance, the Info-Point offers general information and services.

Here you can submit mails for the Studierendenwerk and ask for lost properties ... The Info-Point helps!

Opening hours: Mo.-Th. 11 a.m. - 1 p.m.

Cashless Payment in the Dining Halls and Cafeterias

With your student ID card (you can charge the student ID card by direct debit at the machine with your bank card or at the cash charging machine).

With debit or credit card or mobile phone.

All this information you will also find on their homepage:

www.studierendenwerk-ulm.de

6 Moving

If you want to move note that in the dormitories this is possible only towards the end of a semester unless you completed your studies.

When you move out because either your rental contract ends or you cancelled in time (see below), the caretaker has to be notified of all moves. Please make an appointment with him sufficiently ahead of time, i.e. at least four weeks before your intended moving date (not only at the very moment of your move).

You are responsible for your room and its cleanliness. There is no service taking care of cleaning your room. When you move out you have to leave your room in a clean condition so that the next person can move in.

6 Moving



Cancelling your rental contract is necessary if you want to move out before your contract officially expires (note that the Studierendenwerk may levy an early termination fee of 50€). You have a *notice period of eight weeks* towards the end of a semester (31 March or 30 September).

The written cancellation of your contract has to be submitted to the Studierendenwerk.

In case you completed (or terminated) your studies and present a confirmation of your exmatriculation you can cancel your rental contract any time, again with eight weeks notice towards the end of a month. In this case at the most two months' rent will be due after cancellation. However, very often the housing office will even be able to let you move within a month.

When you change your address (even if only the room number changes), you have to inform the following:

- The Foreigners' Office of the town,
- the Studierendenwerk,
- the Student Administration and Examinations Office,
- your health insurance company,
- the bank and possibly
- the post office for delivering your postal mail to the new address.

If you move out of Germany you also have to inform the Foreigners' Office! Else you might have difficulties in case you want to re-enter Germany.

7 Residence Permit

Registration of residence

All citizens in Germany must register their current address at the community where they live.

In case you move to a different address you have to register your new address with the community where you then live. Usually you do this at the registration office, a function of the local government.

In Ulm foreigners have to do this registration of the residence at the Foreigners' Office. In Neu-Ulm the registration office is a separate office. You find it at the "Bürgerbüro der Stadt Neu-Ulm".



Obtaining the residence permit

To obtain the residence permit you go to the Foreigners' Office of the town about *four to eight weeks before your entry visa expires*.

You have to show the following documents:

- confirmation of student status,
- proof of sufficient financial means,
- proof of health insurance,
- 2 biometric passport photos and
- 100 Euro (fee for the initial residence permit, subject to change).

Be prepared to leave your passport with the Foreigners' Office for one or two weeks. In Ulm, the initial residence permit will be given for one year.

7 Residence Permit



Extension of residence permit

After one year, you ask for an extension of the residence permit.

Documents to be provided:

- confirmation of student status,
- proof of sufficient financial means, proof of health insurance,
- biometric passport photo and
- 80 Euro (fee for each extension)

The Foreigners' Office is obliged by law to check upon each request for visa extension whether the purpose of your being here still applies. As you know, your purpose of being in Ulm is studying to obtain a Master's degree within a reasonable time span. Therefore, if you should need more than two years, respectively 4 semesters, you might have to prove your study progress. Get a recent transcript.

Then you come to the Communication and Information Technology office, show this transcript, and an explanatory note for the Foreigners' Office will be written for you. Your residence permit will then be extended accordingly.

If you should need more than five semesters for completing your studies further extensions of the residence permit might be for less than a semester. However, in case you have difficulties with your studies, i.e. you have passed only very few exams after several semesters of studying, the Foreigners' Office might be reluctant to believe that you fulfill the requirements for the residence permit. In these cases, we will apply individual procedures which might consist of an invitation for a conversation with the programme director or another professor of the engineering sciences to discuss an individual study plan.

7 Residence Permit

In the following you will find some important addresses and contacts.

From 15 January 2024 access to the Foreigners' Office in Ulm is possible without appointment (there may be long waiting times). If you prefer to book a binding appointment at a fixed time, appointments can be booked on Mondays between 2 and 4 pm via the online booking system (<https://ssc.wilkencloud.de/ulm/>). Please check the website for further details.

Foreigners' Office in Ulm

OlgasträÙe 66
89073 Ulm

Opening Hours

Mo, Tue, Thu, Fri:	08:00 – 12:00
Monday:	14:00 – 16:00
Thursday:	14:00 – 17:30



Office responsible for visa issues in Neu-Ulm

Landratsamt Neu-Ulm,
Kantstraße 8, 89231 Neu-Ulm

Opening Hours

Monday, Tuesday, Wednesday, Friday:	7:30 – 12:30
Thursday:	7:30 – 17:30

Office for registering the residence in Neu-Ulm

Bürgerbüro Neu-Ulm,
Petrusplatz 15, 89231 Neu-Ulm

Opening Hours

For details please check this link:
<https://nu.neu-ulm.de/buerger-service/buergerservice/buergerbuero>

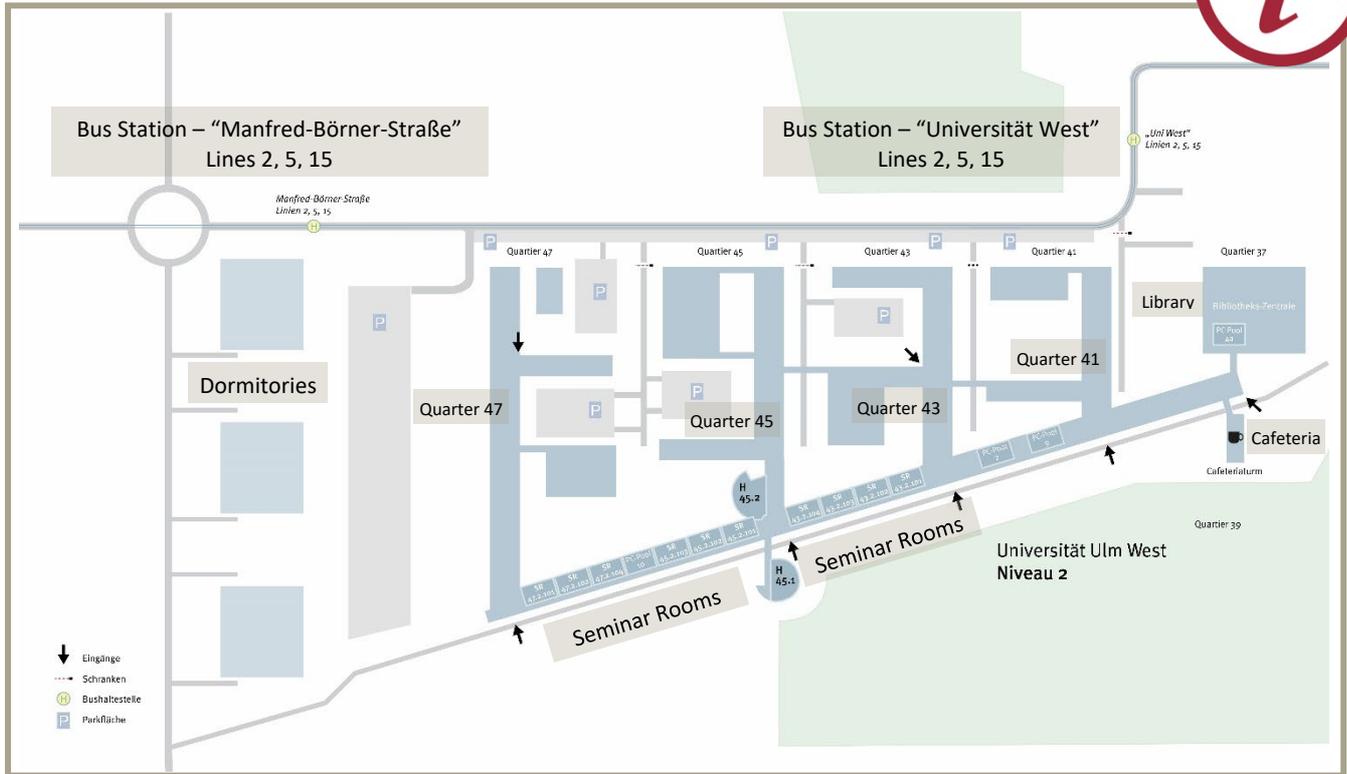
8 Important Vocabulary



On this page, you will find some useful vocabulary that you will come across at university.

German	English
Ausländerbehörde	Foreigners' Office
Einwohnermeldeamt	Registration Office
Hausmeister	caretaker
Semester-Rückmeldung	re-registration
Studierendenwerk	student services
Studienbescheinigung	certificate of enrolment
Studiensekretariat	Student Administration and Examinations Office

9 Campus Map – “Universität West”



COMMUNICATION AND INFORMATION TECHNOLOGY



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