



universität
uulm



ORIENTATION WEEKS

Communication and Information Technology

Batch 2026

Introductory Session - Welcome to CIT!

Dr. Sandra Mann

Ulm University

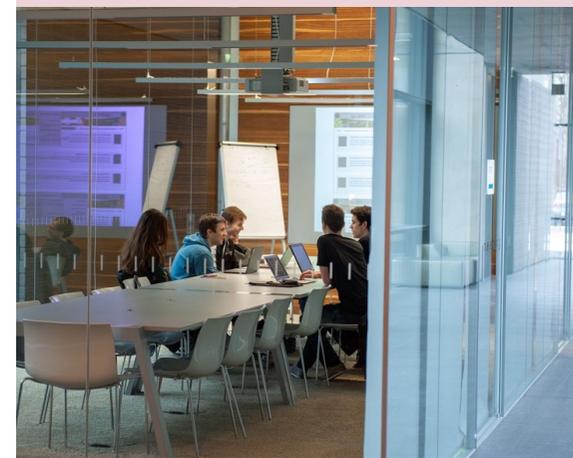
Public research university in the Federal State of Baden-Wuerttemberg, founded in 1967 as a medical-technical university



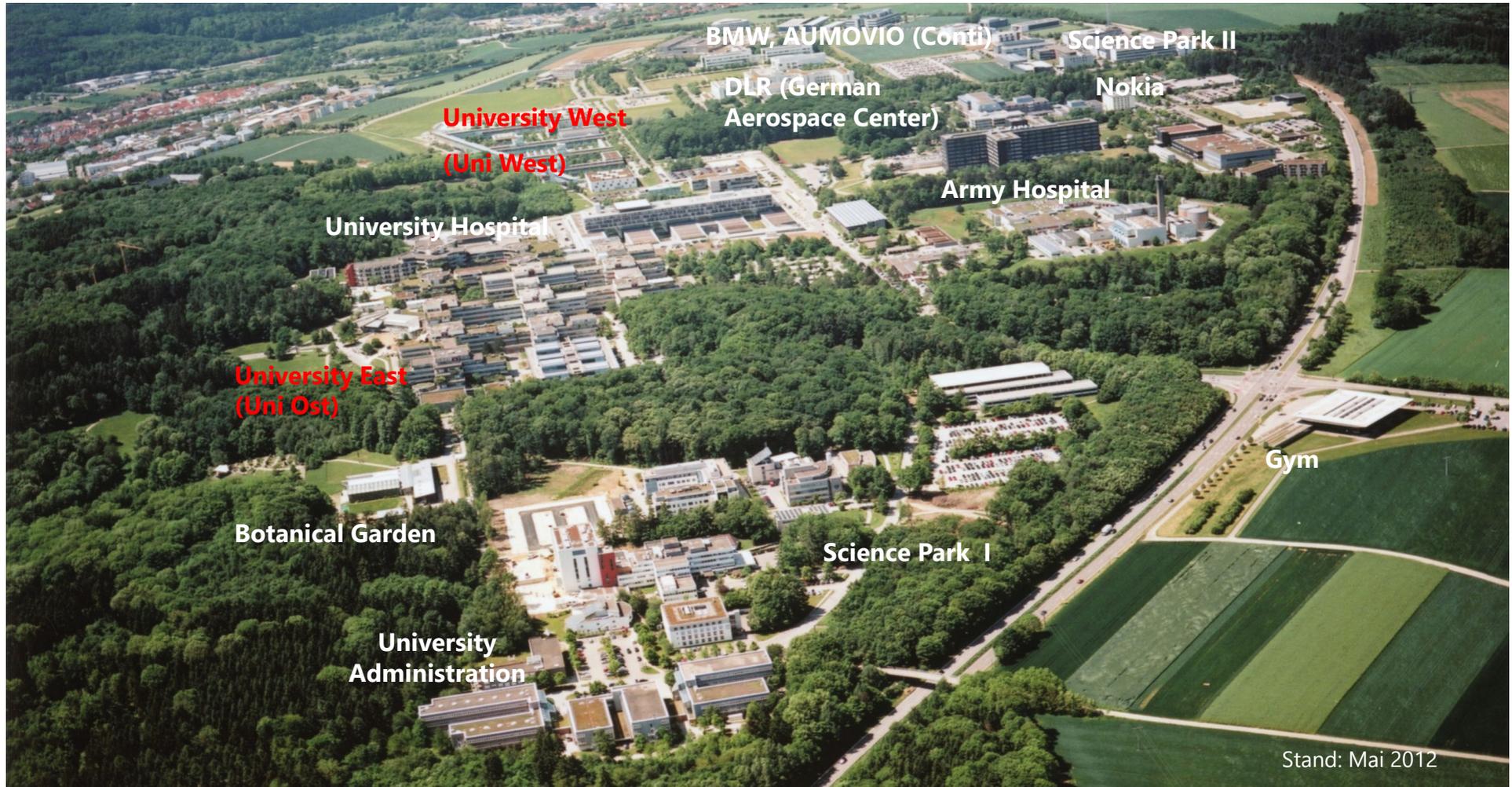
- ~10,000 students (30 % in medicine),
- ~14 % international,
- more than 200 professors,
- more than 60 study programmes



Campus integrated in the Science City Ulm including several hospitals, applied research institutes, and two business parks with e.g. Mercedes-Benz, Nokia Technology Center, BMW Car IT, Bosch Rexroth



Science City of Ulm



Ulm University – University East



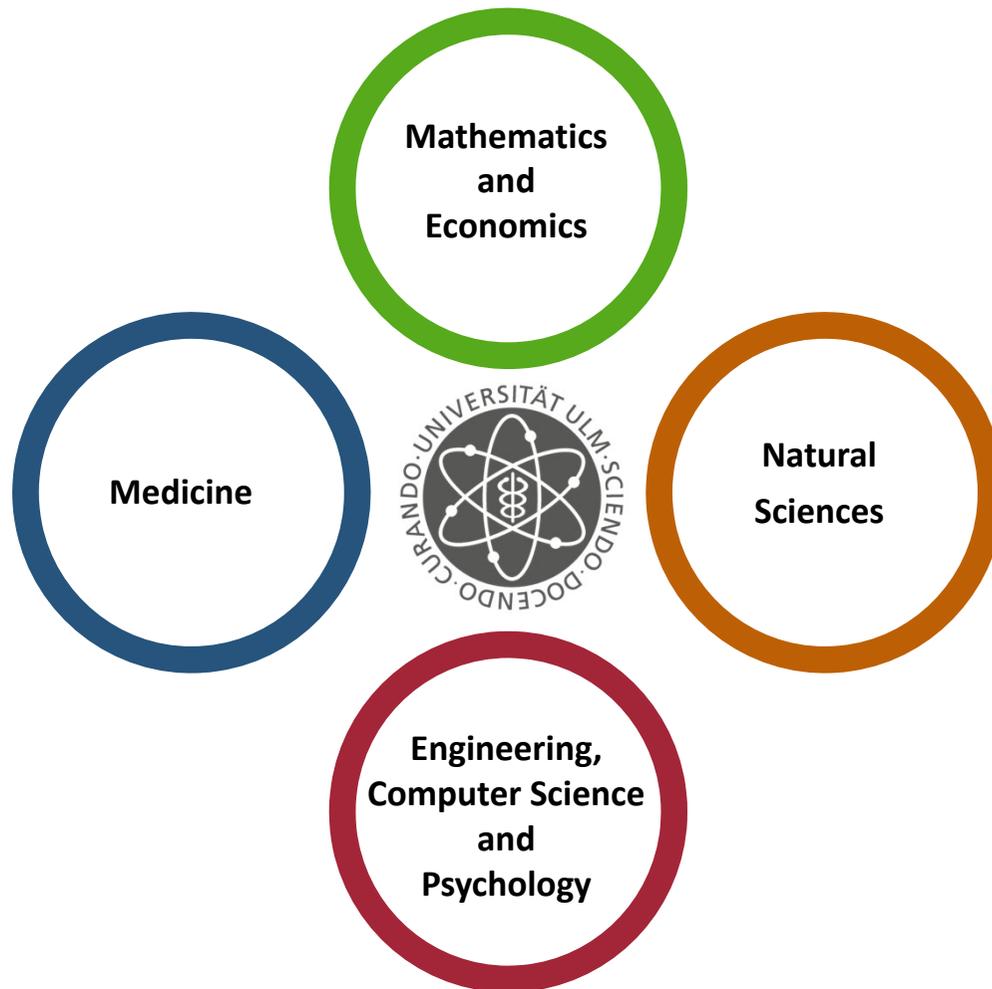
Aerial photo: Ulm University

Ulm University – University West



University with Well-focussed Teaching and Research Profile

Faculties

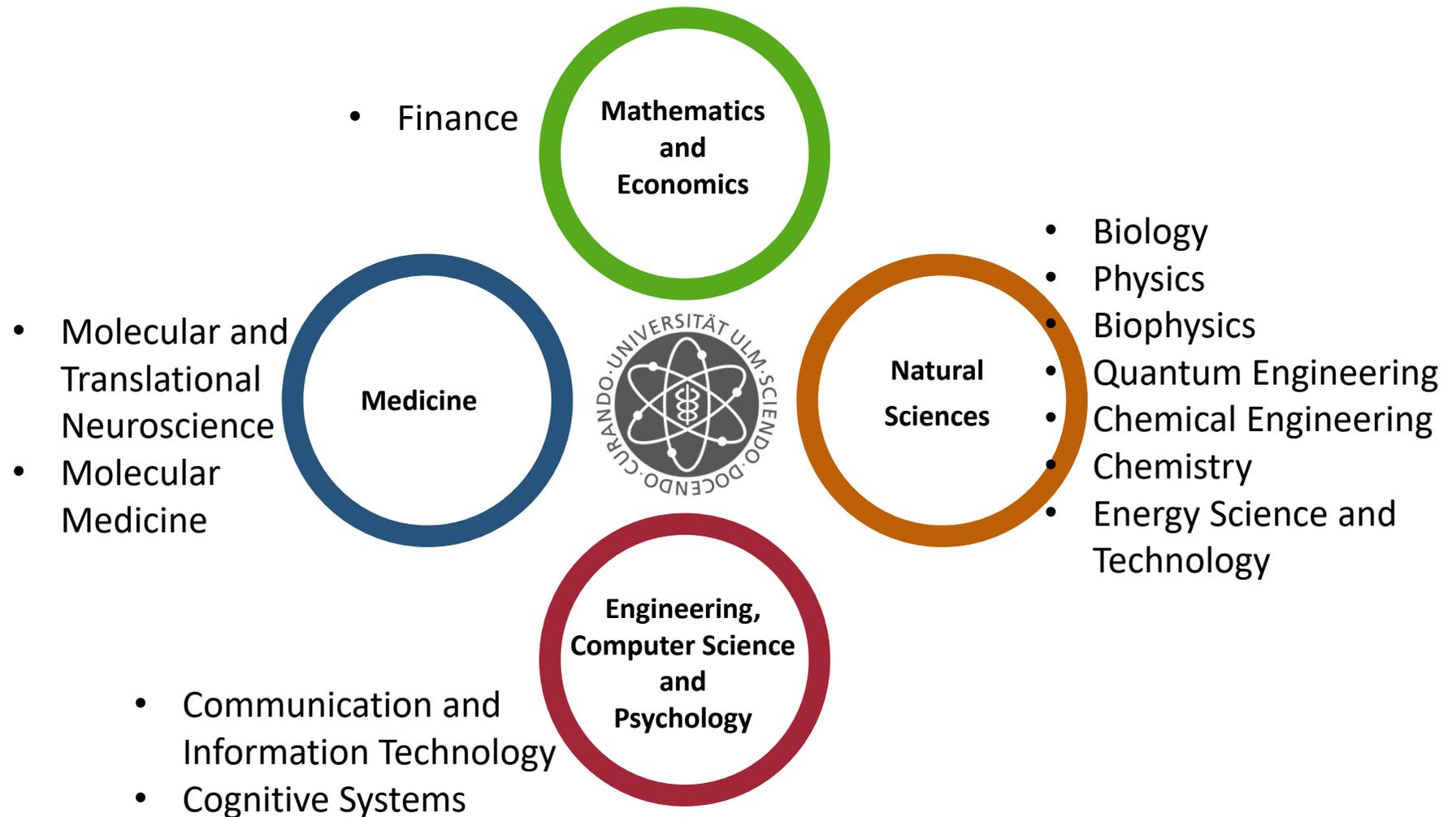


Disciplines

- Medicine with Human Medicine, Dentistry, and Molecular Medicine
- Natural Sciences with Biology, Chemistry and Physics
- Engineering Sciences with Electrical Engineering and Biomedical Engineering; Computer Science and Psychology
- Mathematics and Economics with Business Mathematics

Ulm University

12 international master's programmes



The Board (Präsidium)



President
Prof. Dr.-Ing. Michael Weber
**Faculty of Engineering, Computer
Science and Psychology**



Vice President Education
Prof. Dr. Olga Pollatos
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Computer Science and Psychology**



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**Chief Financial
Officer**
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Vice President Outreach
Prof. Dr. Kühl
Faculty of Medicine

Faculty of Engineering, Computer Science and Psychology

Organisation of the Faculty

Dean



Prof. Tichy

3 pro deans

Deans of Studies

Engineering



Prof. Damm

Computer Science



Prof. Glimm

Psychology



Prof. Baumeister

Communication and Information Technology

History

- **1997**
A Master programme as an experiment
driving force: Prof. Schumacher



- **1998**
The first students arrive



- **Since 1998**
more than 700 students from 66 countries
from 5 continents (Australia is still missing ...)

Communication and Information Technology

Persons in charge of the programme



Programme Director

Prof. Maurits Ortmanns

Institute of Microelectronics



**Programme Coordinator
and
Academic Advisor**

Dr. Sandra Mann

CIT Office

Communication and Information Technology

Our philosophy

CIT provides international students with

- a high-quality, research-oriented Master education,
- in the highly supportive and personal atmosphere of a small research university,
- and in a climate of mutual respect and understanding for diverse cultures and beliefs.

Communication and Information Technology

CIT Office

- General questions concerning your studies
- Any questions concerning curriculum, modules etc.
- Timetables, clash of dates
- Examination schedules
- ...

Service institutions

... you need to be familiar with

Student Administration and Examinations Office

Location: University East M23 and M24 (entrance North)

Formal student affairs:

- Enrolment, re-registration, withdrawal and change of study programme
- Student ID and Student ID card
- Registration for exams
- Handing in of medical certificates in case of illness (exam)
- Application for academic leave
- Application for master's thesis
- ...

Your contact: Mrs. Sarah Nejedli (studium@uni-ulm.de)

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

Communication and Information Centre (kiz)

Chip Card

Several functions

- Student ID
- Library ID
- Access to PC Pools
- Electronic purse (mensa, cafeterias, library, print credits)
- Re-new thermostrip after re-registration at self-service terminals (located at university south, north and in the central library)

kiz Account

Central access to electronic campus services:

- Your e-mail account
- Your library account
- E-Learning platform Moodle
- Portal study and teaching

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

<https://portal.uni-ulm.de/PortalWI/index.html>

<http://kiz.uni-ulm.de>

Studierendenwerk

The Studierendenwerk is your landlord if you are accommodated in one of their dormitories. Please contact them if you have any issues concerning your rent or your dormitory room.

wohnen@studierendenwerk-ulm.de

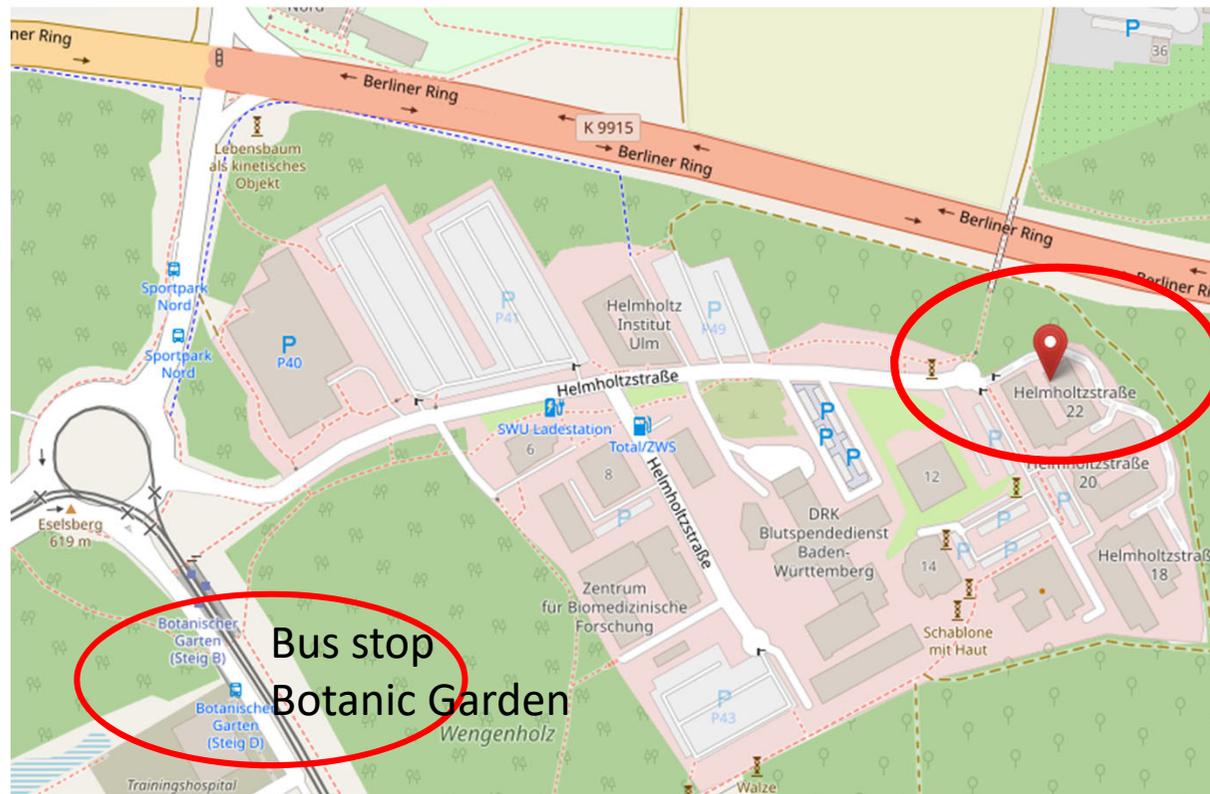
In addition to housing the Studierendenwerk offers a variety of further services:

- Campus dining: canteens, cafeterias, food trucks, vending machines
- Psychosocial counselling (PBS)
- Financial advice: training loans, hardship funds
- Childcare
- ...

www.studierendenwerk-ulm.de

International Office

- Advising and assistance to international students
- Buddy programme
- Events, e.g. excursions for international students



Further Service Institutions

Studierendenvertretung StuVe (student representation) – International Unit

- General students committee, students government
- Representation of students interests, self-administration
- Welcome and info for freshmen, organisation of parties, movie shows

Student representative body (Fachschaft)

- Exists in each department, e.g. Electrical Engineering
- Part of academic self-administration of university
- <https://www.fs-et.de/>

Zentrale Studienberatung (ZSB)

- Central student advisory service

Service Institutions

Youtube

Getting started at Ulm University – Organisation (Studierendenwerk and Studiensekretariat)

<https://www.youtube.com/watch?v=KJkKHkGdN1I>

Studying at Ulm University – Consulting and Support (StuVe, Erasmus, Studierendenwerk, PBS, International Office)

<https://www.youtube.com/watch?v=e8YCP-S-X2g>

Some Things to Keep in Mind

- **FAMILY name**, given name
 - Dates: DD.MM.YYYY
 - Numbers: 500,85 €
 - Grades: 1-5
 - Telephone numbers:
 - Dialling code
 - in Germany: 0049 or +49
 - of the City of Ulm (0)731
 - Emergency (Ambulance, Fire Brigade): 112
- Start of classes:
12 c.t. -> 12.15 / 12 s.t. -> 12.00
latin: cum/sine tempore
 - **Immatrikulation**: Enrolment
 - **Rückmeldung**: Re-registration
 - **Exmatrikulation**: Withdrawal
 - **Matrikel-Nummer**: Student ID number
 - Semester:
 - WS 1 Oct. – 31 March
 - SS 1 April – 30 Sept.
 - Lecture period:
 - WS ~ 15 Oct. – 15 Feb.
 - SS ~ 15 April – 15 July
 - Exam period: 1 week before lectures end + 3 weeks in lecture free period

Questions up to this point?



Graphics Pixabay

Important Administrative Steps

- Registration at Registration Office
- Deutschlandticket
- Bank Account
- Health Insurance
- Enrolment
- Rental Contract
- Residence Permit at Foreigners' Office

Arrival Checklist

This checklist contains all administrative steps you need to handle in the coming weeks.

Whenever you have an appointment:

- please make sure to be on time
- please bring along all documents required

1) Registration at Registration Office
Required Documents: *Registration:*

- Original passport and visa
- **Wohnungsgeberbestätigung** (To be signed by your landlord. If you live in a dormitory, you will find this document among the documents around your rental contract the senior handed to you.)

Important! You can only enter the Registration Office with an appointment. Unfortunately, the website is in German. Here are the steps you need to take:

Visit the website www.ulm.de/enb

Step 1: Click "Meldung und Ausweisbescheinigung", select 1 Person in section "Wohnungsgeberbestätigung", "Date of birth", "ULM" and click button "Weiter"

Click "Anmeldung bestätigen" and then OK

Step 2: Click "Anmeldung bestätigen"

Step 3: Choose and click on a day and time that is convenient for you.

Step 4: Enter your personal information:

- "Vorname" = first name
- "Nachname" = last name
- E-mail
- "E-Mail bestätigen" = confirm your email address; write your email once more
- Click "Daten schützen/abgeben"
- Click "Bestätigen"

Address Registration Office:
 Dietschstraße 66, 89073 Ulm

2) Deutschlandticket

The DING semester ticket (an individual season ticket for one semester) ended in WS 2023/24! The following variants of the **Deutschlandticket** are now available to all students in the DING area:

- D-Ticket ([ding-bis.de](https://www.ding-bis.de)) until the age of 27;
- 540 € per year; the minimum subscription period is one year. After that, the annual subscription can be cancelled flexibly at the end of each month.
- The D-Ticket ([ding-bis.de](https://www.ding-bis.de)) has the same territorial and content-related validity as a "normal" D-TICKET. It is valid throughout Germany on all local transport operated by the participating transport associations and transport companies, but not on long-distance transport (e.g. ICE, IC/EC, EuroCity)
- D-Ticket: 69 € per month

All these tickets can be ordered online from the DWU at www.mein-fahrtschein.swu.de or from the RAB at www.ding-bis.de. This means that tickets can no longer be purchased on site at university.

3) Bank Account
Required Documents:

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

4) Health Insurance

As part of the orientation programme, there will be a session on health insurance. Please attend and wait until then to sign up for health insurance. In case you already took out health insurance via www.asaprio.com/being-germany/cities/ulm-university/ we still strongly recommend you to join this session as it will provide a lot of important information around this topic.

For more information about the health insurance system in Germany as well as how to apply for it the following link might also be interesting for you:

<https://www.schengenvisa.info/eu/osep-travel-insurance/germany/health-insurance-international-students-enrman/>

5) Enrolment

Apply for enrolment in our campus portal: <https://campus4.uni-ulm.de>

Please check information sheet on documents required for enrolment:
<https://www.uni-ulm.de/en/study/application-and-enrolment/immatrikulationsinformation-campus-portal/>

Deadline for enrolment is 07 April, 2026.

6) Rental Contract

We will complete the documents around your rental contract together during the introductory Session – Welcome to CTI. Please bring all relevant documents with you that you received from your senior upon arrival.

7) 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 approx. 8640.00€, scholarship or letter of commitment)
- Application in person (recording of fingerprints)
- Recent enrolment certificate
- People who are allowed to enter Germany without visa (Andorra, Australia, Brazil, Honduras, Israel, Japan, Canada, Monaco, New Zealand, San Marino, South Korea, USA): "Seiten-Antrag"

Important! Since 15 January 2024 access to the Foreigners' Office in Ulm has been possible without an 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 9 and 4 pm via the online booking system (www.ulm.de/enb) and select "Ausländerbehörde".

In order to open a bank account, you need to make an appointment at a bank branch, such as for example: <https://www.sparkasse-ulm.de/en/home/service/kontakt.htm?true&ref=how>

The website should be displayed in English, but just in case the translation does not work sufficiently, here are the most important items on the website:

- "Was öffnet Sie nun?" → "What is your request? You need to choose "Beratungstermin vereinbaren"
- "Sind Sie bereits in Ulm?" → "Are you already a client?" Choose "Nein"
- "Terminbestätigung" → "Personal information" Fill in your information like you did before for your appointment at the city hall.
- "Wann ist der Termin?" → "Requested Date"
- "Terminzeitpunkt" and "Terminzeitpunkt" → "Time from and until you are available"
- "Bestätigung" → "Which branch you would like to visit: Choose "Ulm-Spittelhof"
- "Wie möchten Sie Ihre Terminbestätigung erhalten?" → "How would you like to receive your appointment confirmation?" Choose E-mail.
- "Zu welchen Themen möchten Sie beraten werden?" → "On which topics would you like to be advised?" Write a short message that you are an international student from Ulm University and would like to open a bank account.

Fill in all the required fields and tick the box at the end and before you continue.

You can also choose a different bank, like the <https://www.vw.de/dienstleistungen/produkte/visa-sie-ein-prokonto/konto-eroeffnen.html>

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Important Administrative Steps

- **Rental Contract**

- **Submit signed copy to Sandra Mann**
- **Keep original document**

SAMPLE

MIETVERTRAG

zwischen dem STUDIERENDENWERK ULM Anstalt des öffentlichen Rechts, James-Franck-Ring 8, 89081 Ulm - Vermieter- und Herr/Frau ErikaMaxLuca Mustermann geboren am: 30.07.1996 -Mieter/Mieterin-

§ 1

Der Vermieter vermietet dem Mieter/der Mieterin im Studierendenwohnhaus Heidenheimer Str. 78, 89075 Ulm das un-/möblierte Zimmer - Appartement mit der Nr. 01-02-23-0 ab 01.03.2021, 12.00 Uhr, und zwar befristet bis zum 31.03.2024

§ 2

(1) Der Mietgegenstand wird zu Wohnzwecken zum vorübergehenden Gebrauch während des Studiums vermietet. Dem Mieter/der Mieterin stehen die der gemeinsamen Nutzung dienenden Räume gemäß ihrer Zweckbestimmung zur Verfügung.

(2) Der Mieter/die Mieterin anerkennt ein berechtigtes Interesse des Vermieters an der vereinbarten Befristung des Mietverhältnisses, da die Zurverfügungstellung von Mieträumen in einem Studierendenwohnhaus eine indirekte staatliche Förderung darstellt, die bei der begrenzten Anzahl dieser Plätze im Wege des Rotationsprinzips möglichst vielen Studierenden zugute kommen soll.

§ 3

(1) Der monatliche Mietzins beträgt: € 241,00 und setzt sich zusammen aus:

a) der Grundmiete (§ 3 Abs. 3 der Allgemeinen Mietbedingungen)

b) den Betriebskosten (§ 3 Abs. 4 der Allgemeinen Mietbedingungen)

(2) Der fällige Mietzins wird monatlich im Voraus von dem vom Mieter/von der Mieterin zu benennenden Girokonto abgebucht. Ein entsprechendes SEPA Lastschriftmandat ist Bedingung dieses Mietvertrages.

(3) Bei Abschluss des Mietvertrages wird eine Verwaltungsgebühr in Höhe von € 20,00 fällig, die zu Beginn des Mietverhältnisses von dem nach Abs. 2 benannten Girokonto abgebucht wird.

§ 4

Gemäß § 551 BGB wird für den Wohnraum eine Kautions in Höhe von € 300,00 vereinbart. Die Kautions wird zu Beginn des Mietverhältnisses von dem vom Mieter/von der Mieterin nach § 3 Abs. 2 benannten Girokonto abgebucht.

§ 5

Bestandteile dieses Mietvertrages sind:

a) die Benutzungsordnung in der jeweils geltenden Fassung,

b) die Allgemeinen Mietbedingungen für die Studierendenwohnhäuser des Vermieters,

c) die Hausordnung für die Studierendenwohnhäuser des Vermieters,

d) Hinweise zum Brandschutz und zur Schadensvermeidung und

e) die Inventarliste.

Die Unterlagen nach a) bis c) hat der Mieter/die Mieterin vollständig erhalten. Die Unterlagen nach d) und e) werden bei der Zimmerübergabe ausgehändigt.

§ 6

(1) Schriftliche Erklärungen des Vermieters an den Mieter/die Mieterin gelten mit dem Einwurf in dessen Briefkasten als zugegangen.

(2) Änderungen und Ergänzungen dieses Mietvertrages bedürfen der Schriftform. Mündliche Nebenabreden wurden nicht getroffen.

(3) Erfüllungsort und Gerichtsstand ist Ulm.

Ulm, den 04.03.2021 Date Datum:

Studierendenwerk Ulm Tenant Der Mieter/die Mieterin:

(Unterschrift) signature

Der Mieter/die Mieterin ist damit einverstanden, dass der Vermieter regelmäßig eine Überprüfung der Wohnberechtigung durchführt. Der Mieter/die Mieterin erteilt dazu mit unten stehender Unterschrift ausdrücklich dem Studiensekretariat seiner/ihrer Hochschule die Erlaubnis, dem Vermieter über seinen/ihren Status (Immatrikulation/Exmatrikulation) Auskunft zu erteilen.

Date Datum:

Tenant Der Mieter/die Mieterin:

(Unterschrift) signature

Important Administrative Steps

- **Rental Contract**

- **Direct debit authorisation**

**Submit to Sandra Mann
within 4 weeks after arrival**

SAMPLE

SEPA-LASTSCHRIFTMANDAT DES ZAHLUNGSPFLICHTIGEN

An das
STUDIENDENWERK ULM
Recht, **Wohnen**, Soziales
Postfach 40 79
89030 Ulm

Studierendenwohnhaus: **Heidenheimer Str. 78 Haus 1, 89075 Ulm**

Zimmer Nr.: 812-01-02-23-0

Mieter:

Name: **Mustermann (CT 2021)** **Mieter Nr. 876543**

Vorname: ErikaMaxLuca

Kontoinhaber:

Name: **Last name**

Vorname: **First name** ←

Strasse: **Street** ←

PLZ Ort: **Postcode, town**

Ermächtigung zum Einzug von Forderungen
Hiermit ermächtige(n)* ich/wir* Sie widerruflich die von mir/uns* zu entrichtenden Mietzinsen, die Nebenkosten und die Kautions bei Fälligkeit zu Lasten meines/unseres*

Bankleitzahl **Bank code**

Bankname **Bank name**

Girokonto Nr. **Account number** ←

IBAN **IBAN** falls bekannt

BIC **BIC** falls bekannt

SEPA-Mandatsreferenz: 12345

Gläubiger-Identifikationsnummer: DE2ZZZ00000073785

abzubuchen.
Wenn mein/unser* Konto die erforderliche Deckung nicht aufweist, besteht seitens des kontoführenden Kreditinstituts keine Verpflichtung zur Einlösung. Alle hieraus entstehenden Kosten gehen zu meinen/unseren* Lasten. Der Widerspruch gegen eine Abbuchung ist nur innerhalb einer Frist von 6 Wochen nach der Belastungsbuchung möglich.

..... **Datum**
Date ←

..... **Unterschrift**
Signature ←

* = Nichtzutreffendes streichen

Important Administrative Steps

- **Rental Contract**

- **Declaration of Rental Agreement Acceptance**

Submit filled in and signed copy to Sandra Mann

SAMPLE

Declaration of Rental Agreement Acceptance

Erklärung zur Übernahme des Mietvertrages **[English version below]**

Hiermit erkläre ich, dass ich den Mietvertrag, der zwischen dem Studierendenwerk Ulm als Vermieter und dem International Office – vertreten durch Frau Daniela Englisch - als Mieter für das Zimmer _____ im Studierendenwohnheim _____, mit der Vertragslaufzeit von _____ bis _____ geschlossen wurde, mit allen Rechten und Pflichten übernehme und das International Office aus allen Rechten und Pflichten entlassen ist.

Name, Vorname: _____

_____, den _____
(Ort) (Datum – TT.MM.JJ) (Unterschrift)

Declaration of Rental Agreement Acceptance

I hereby declare that I take over the rental contract signed between the Studierendenwerk Ulm as landlord and the International Office – represented by Mrs. Daniela Englisch - as tenant for **room** 01-02-03-0 in the **student residence** Heidenheimer Str. 78 valid **from** 01.03.2021 **to** 31.03.2024, with all rights and responsibilities and thereby relieve the International Office - represented by Mrs. Daniela Englisch - of all rights and responsibilities.

Last name, First name: _____

_____, _____
(City) (Date – DD.MM.YY) (Signature)



Enjoy your orientation programme!

Sandra Mann

