



# MSc Molecular and Translational Neuroscience - Admission 2024/2025

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## 1. Contacts



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**Closure of the MTN - coordination office:**

During the summer period the coordination office **is closed** from **26 August to 13 September 2024**.

Unfortunately, there is no one in the office to answer your questions during this vacation period!

## 2. University affairs: Semester fee and international tuition fee

... What you need to do next .... after signing the “Letter of Acceptance for the master study program” – Please pay attention to the important deadlines!

### University affairs: Semester fee

- To validate your acceptance into the MTN programme, you have to pay the administration fee (exact amount of 162.00 €) by **9 August 2024** at the latest.
- All fees that might occur for transfer of money have to be paid by you in advance. Please ask your bank about additional transfer costs.
- If you fail to pay within two weeks after signing the acceptance letter, the acceptance of your place in the programme is not affirmed.
- Please keep in mind that money transfers will take several days, sometimes up to two weeks.
- For the composition of the semester fee see this link:  
<https://www.uni-ulm.de/en/study/organisation/tuition-fees/>

#### How to do the money transfer:

Under “Purpose”: Instead of the **777123456** please insert your application number (777+6 digits) for the MTN master’s programme, then your **lastname** and your **firstname** plus the word “Neueinschreibung”

- Recipient: **Kasse der Universitaet Ulm**
- Purpose: **2024777123456, Last name, Firstname, Neueinschreibung**
- Amount: **162.00 €**
- Bank data:
  - Account holder: **Universitaet Ulm**
  - Name of the bank: **LBBW/BW-Bank Stuttgart  
Filiale Ulm**
  - BIC (SWIFT-Code): **SOLADEST600**
  - IBAN (International Banc Account Number): **DE83 6005 0101 0405 7045 54**

### University affairs: International tuition fee

- Please note that international students (non-EU-citizens) at universities in Baden-Württemberg must pay 1,500.00 € tuition fees per each semester of their studies. For further information see here: <https://www.uni-ulm.de/en/study/application-and-enrolment/tuition-fees/>
- If you are liable for international tuition fees, **please pay 1,500.00 €** to accounting department of Ulm University **by 15 September 2024**.  
The payment has to be done in advance from your home country. Please do not transfer the international tuition fees to a blocked account, as you will not be able to access the money immediately upon arrival in Ulm.

- Recipient: **Kasse der Universitaet Ulm**
- Purpose: **Tuition Fee – Master MTN - Last name, Firstname**
- Amount: **1,500.00 €**
- Bank data:
  - Account holder: **Universitaet Ulm**
  - Name of the bank: **LBBW/BW-Bank Stuttgart  
Filiale Ulm**
  - BIC (SWIFT-Code): **SOLADEST600**
  - IBAN (International Banc Account Number): **DE83 6005 0101 0405 7045 54**

## Housing affairs (help provided only for international students!)

### (German students can apply for a room directly via the Studierendenwerk portal)

- The “Molecular and Translational Neuroscience” staff and the **Studierendenwerk (Student Union)** will try to organize **a room in one of the student residences of the Studierendenwerk** for you in advance, if you want us to help you with the accommodation.
- If you would like to apply for a **dormitory room** in one of the student residences please tick the box on the sheet “**Accommodation Information**”, sign it and **send it back** to [mtn@uni-ulm.de](mailto:mtn@uni-ulm.de) by **31 July 2024 at the latest**.
- A few days later you will receive two additional documents per e-mail: The “Room assignment” (with the address and the monthly rent) and the “Housing Acceptance”-Form.
- If you accept the housing, please fill in the sheet “Housing Acceptance” and send it back to [mtn@uni-ulm.de](mailto:mtn@uni-ulm.de) **within one week**.
- Please pay the **deposit including the first rent for your dormitory room**, which is mentioned on the “**Room Assignment**” sheet to the bank account indicated **by 31 August 2024 at the latest**.
- Your reservation for the dormitory room will be cancelled, if you do not return the “Housing Acceptance”-letter and no deposit has been made by then.
- Rooms will be distributed on a first-come first-served basis according to the date a student's initial payment (around 750.00 €) was received by the Studierendenwerk Ulm accounting department. Initial payment (lease for the first month, a security deposit (= bond of 300.00 € is the same for all rental agreements), eventually a set of bedding and several charges) is due on **31 August 2024**. If we have not received your payment (and SWIFT confirmation – sent to [mtn@uni-ulm.de](mailto:mtn@uni-ulm.de)) by then, the **preliminary reservation will be canceled**.
- **Rooms on the private market** may be more expensive than those let by Studierendenwerk. We cannot give any assistance in finding a private room.
- Please be aware that student's rooms both on the private market and in the dormitories owned by Studierendenwerk are much sought-after. It is virtually impossible to find a room shortly before the start of the semester.
- You can find the residences under the tab “in ULM” following this link:  
<https://studierendenwerk-ulm.de/en/accommodation/student-residences/>

### ...details of the dormitories:

- The **price for a dormitory room** (Studierendenwerk) varies between approximately **290.00 and 400.00 €/month**.
- The monthly rent **includes fees for heating, water, electricity and W-LAN**.
- You can buy a set of bedding ready in the room at your arrival (70.00 €). The costs will be deducted by Studierendenwerk from the initial deposit. If you want to do so, please mark the box on the “Accommodation information”.
- You can move into your room **on 1 October 2024 at the earliest**. **But the rent payments must always be made for the whole month**, i.e. you must already pay for the whole month of October, even if you move into your room later. (see programme orientation week).
- You cannot make a reservation for a room in a particular dormitory or for a room with a specific monthly rent, but in case of financial limitation we always try to comply with you and take into account your wishes.
- Changing dormitory room is possible at the end of a semester.
- To terminate your rental agreement with the Studierendenwerk Ulm the termination notice must be submitted in writing to Studierendenwerk Ulm 8 weeks before the 31<sup>st</sup> March (end of winter semester) or 8 weeks before the 30<sup>th</sup> September (end of the summer semester) at the latest. Forms for “Request to move” or “Notice of cancellation” can be found under this link:  
<https://studierendenwerk-ulm.de/en/accommodation/information-for-tenants/#antraege-wohnen>

### ...infrastructure of the dormitories:

- Dormitories are located either **within walking distance to the university** or **downtown**. All have good connections to the campus by public transportation.
- Most are mixed-gender dormitories, one dorm has a “women only” floor
- Most of the **rooms have no bath of its own**. Kitchen, bathroom and toilets are shared by several students.
- Dormitory rooms are **furnished** with bed, table, chair and book shelf.
- **Kitchens** are equipped with **electric stove, refrigerator** and sometimes pots for cooking. You might have to buy your own cups and plates.
- **Laundry facilities** are available.
- **No cleaning service** is provided and you will be responsible for cleaning your room yourself. In addition, you must participate in common duties such as keeping the kitchen and bathroom clean, which you share with your floormates.

### ...Housing affairs: Payment to the Studierendenwerk Ulm:

Your room reservation will be held **only if you pay the amount** (including the first lease for your room, a security deposit, a bedding set – if wanted - and additional charges) which is mentioned on the sheet “Room Assignment” **by 31 August 2024 at the latest**.

Otherwise, your preliminary application for a dormitory room will be automatically cancelled.

Please send the SWIFT confirmation of your payment in advance to [mtn@uni-ulm.de](mailto:mtn@uni-ulm.de), so that your room reservation can be guaranteed.

- **Recipient:** Studierendenwerk Ulm
- **Purpose:** Last name, given name, MSc MTN room deposit / Ulm University
- **Amount:** XXX,XX €
- **Bank data:**

Account holder (Recipient):	<b>Studierendenwerk Ulm</b>
Name of the bank: -	<b>Sparkasse Ulm</b>
BIC (Bank Identifier Code = SWIFT-Code):	<b>SOLADES1ULM</b>
IBAN (International Banc Account Number):	<b>DE56 6305 0000 0000 0144 81</b>

If needed:

Address Account holder:	James-Franck-Ring 8, 89081 Ulm
Bank Address	Hans-und-Sophie-Scholl Platz 2 89073 Ulm, Germany

## 3. Visa affairs

- If you accept your admission to “Molecular and Translational Neuroscience” program, **please make an appointment at the German embassy in your country to apply for a student visa immediately.**
- On the homepage of the international office of Ulm University you can find important information on Visa & Residence Permit: <https://www.uni-ulm.de/en/io/mobility-incomings/planning-to-study-abroad/visa-residence-permit/>
- **Information on German embassies, issuing of visa and requirements:**
  - German Federal Foreign Office: German missions around the world
  - <https://www.auswaertiges-amt.de/en/aussenpolitik/laenderinformationen>
  - DAAD  
<https://www.daad.de/en/study-and-research-in-germany/plan-your-studies/visas/>

- DAAD-Study in Germany  
<https://www.daad.de/en/study-and-research-in-germany/plan-your-studies/requirements/>
- <https://www.study-in-germany.de/en/plan-your-studies/requirements/>
- **Please be aware:**
  - It may take **up to 3 months** (or sometimes even longer) **for your visa to be issued**.
  - Visa problems are the most prominent reason why students cannot participate in the program.
  - Your start in the program cannot be postponed by one semester because the program starts in winter semester only.
  - Your admission is valid only for the winter semester you applied for.
- **To apply for a visa for study purposes** you have to present the following documents at the embassy:
  - Admission letter which you can download via the Ulm University campus portal (you will not receive a hard copy of the letter)
  - Proof of previous studies
  - For the “Molecular and Translational Neuroscience” program you don’t need proof of German language skills since the program is taught in English!
  - Proof of financial resources (see below)
  - Proof of travel health insurance
  - Passport
  - Biometric passport photos
- **Proof of financial resources:** This is to verify that you may support yourself financially for at least one year in Germany. Income or assets of around 11,208.00 € are usually required per year (approx. 934.00 € per month). Inquire at the German embassy in your country about how you should provide proof that you have sufficient financial resources. On principle, several types of proof are possible.
  - Proof of parents' income and assets
  - Scholarship from a recognized scholarship foundation
  - Security on a blocked account
  - Bank guarantee
  - Someone whose place of residence is in Germany agrees to assume the costs for you
- **If required by the embassy:** Please **open a blocked account** e.g. with Fintiba or Expatrio. Further information:
  - <https://www.auswaertiges-amt.de/en/sperrkonto/388600>
  - <https://www.germany-visa.org/banking-germany/blocked-account/deutsche-bank/>
- We expressly warn against the blocked account provider BAM! Do not open a blocked account with this bank, which is currently under investigation.
- Be aware, that you will not be able to access the money on your blocked account immediately after your arrival in Ulm.
- In case you do not get your visa in time, you should not enter Germany on a tourist visa. It is not possible to convert it to a student visa after arrival.  
<https://www.uni-ulm.de/en/io/mobility-incomings/planning-to-study-abroad/visa-residence-permit/non-eu-nationals/>
- **Residence permit:** The residence permit for study purposes does not allow you to work generally. This means that you cannot finance your stay by paid employment. But: Foreign students with a residence permit are allowed to work 120 full days or 240 half days per calendar year. They are also allowed to pursue secondary student jobs without restriction.

## 4. Online enrollment, arrival in Ulm and city registration

### ... enrollment

- Please follow the link in your letter of admission to the information from the *Studiensekretariat* / Registrar's Office about your **online enrollment**.
- Please bring your **original documents** with you to Ulm, which you will need to present to the *Studiensekretariat* upon arrival.
- Please note that you will need **proof** of your **protection against measles** to enter our laboratories.

### ... arrival plans

- Ideally, you should plan your journey so that you arrive in Ulm on **October 1 or October 2, 2024** ! It is often not possible to move into your student room until October 1 because we often do not receive the keys from the previous tenant before then. If you arrive at the end of September and I have not yet received your room key for the dorm, you will have to move into a hotel room at your own expense.
- The city of Ulm does not have its own airport. The nearest airports are Stuttgart or Munich. You can also fly to Frankfurt. From all three cities you can then take a German rail train to Ulm. For Information and booking of tickets with Deutsche Bahn (German railway) see the following link: <https://www.bahn.com/en/view/index.shtml>  
MTN mentors pick up our first semester students at the train station and accompany them by bus to their student room if they wish. This so-called "STIP-Service" is free of charge and a nice tradition to get to know older MTN students.

### ... after arriving in Ulm

- Our compulsory **orientation week** starts on **October 7, 2024**.
- During the orientation week you will get to know the University of Ulm and the city center, as well as your fellow students in the 1st semester and mentors from the higher semesters who will accompany you. We will also help you with the administrative processes during the orientation week. We will inform you about the exact program of the orientation week at a later date per e-Mail.
- The official university welcome for all students is mandatory and will take place on **Monday, October 14, 2024** (exact time t.b.a.)
- The lecture period starts on October 14, 2024.

## 5. Health Insurance

- **Health insurance is compulsory** for everybody in Germany. All **statutory health insurance funds** are obliged to insure students until the 14<sup>th</sup> semester and up to the age of 30. Insurance rates for students are currently around **118.00 € month**. If you turn 30 you can continue to be insured through a statutory health insurance fund by paying a higher rate.
- At Ulm University most students are insured with **statutory health insurance**.
- There are also **private health insurance companies** in Germany. Please be aware: Being insured with a private insurance company means that you have to pay all bills for medical treatment and medication yourself in advance and claim for reimbursement from the company later. If you have a private health insurance, you will not be able to switch to the statutory health insurance scheme during the course of your studies. **NO assistance is provided in case of private health insurance**.



- Please read the information provided on the university website carefully  
<https://www.uni-ulm.de/en/io/degree-phd/welcome-to-ulm/authorities-and-insurances/health-insurance/>
- Additional information can be found here:  
<https://www.daad.de/deutschland/nach-deutschland/bewerbung/en/58221-health-insurance/>

## 6. Financial Support

- **Information on scholarship programs** can be found at the **German Academic Exchange Services (DAAD)**: <https://www.daad.de/deutschland/stipendium/en/>  
Typically, students will have to apply for a scholarship one year ahead of time.
- The MTN Master study program does not offer a scholarship itself.
- Ulm University does not offer any additional scholarships for incoming students.

## 7. Blocked Account

Foreign students who do not come from an EU country often have to prove that they are able to pay for their studies and livelihood themselves. As a rule, proof of financing is required when applying for a visa and is a prerequisite for a residence permit in Germany. In order to provide such proof, a blocked account is required. This is a special account which the holder cannot freely dispose of. The student must pay a legally prescribed minimum amount into the blocked account, currently approx. 934.00 € for each month that the student is in Germany. The account cannot be unblocked immediately upon arrival in Germany, however, the foreigners authority must grant a lifting of the blocking limit. However, this can only be done if there is more than the required monthly 934.00 € on the account and if the student is already registered as resident in Germany. To register with the city of Ulm, the student must present his/her registration at the university, which is only possible if the international tuition fees have been paid...;) **Therefore, please do not transfer the international tuition fees to the blocked account, but to the account of the University of Ulm by 15 September 2024 at the latest (see point 2 of this brochure: international tuition fees).**

## 8. Required vaccinations

### Measles:

- Please notice that for special laboratory courses during the first semester a vaccination against measles is mandatory. If not yet done, please get vaccinated before you start your Master's study programme at Ulm University and bring an immunization card (if available) and the medical certificate for protection against measles  
(Please find the certificate form under this link: <https://www.uni-ulm.de/index.php?id=114620>)

## 9. Withdrawal from the Program and reimbursement

If you withdraw from the program, please inform us as soon as possible ([mtn@uni-ulm.de](mailto:mtn@uni-ulm.de)).

- **Reimbursement of the deposit for the dorm:**
  - Withdrawal before August 31, 2024: The deposit will be reimbursed completely.
  - Withdrawal after August 31, 2024: The Studierendenwerk reserves the right to withhold payment to cover any cancellation costs. If there are no cancellation costs, the payment will be refunded completely to the student.



- Withdrawal after October 1, 2024: No reimbursement of the first rent and charges.
- **Reimbursement of the university administration fee (162.00 €):**  
Complete reimbursement if you do not enroll at Ulm University.
- **Reimbursement of the international tuition fee (1,500.00 €):**  
If the student withdraws from university within one month after lecture commencement (at the latest), the international tuition fees will be reimbursed.