

An die  
Universität Ulm  
Studiensekretariat  
89069 Ulm

Bitte dieses Feld für den Barcode freilassen! Do not write here!

To be filled in by Ulm University:

Unterlagen unvollständig, es fehlt (PK  
versandt):

Unterlagen vollständig,  
PK versandt

Please do only use capital letters if you fill in the form in handwriting.

**Application for enrolment for**

Winter/summer semester plus year

**Applicant Number:**

**I am applying for enrolment in the following course of study:**

	Aspired degree	Course of study	Enrolment for which subject-related semester
1. <b>Course of study</b>			
<b>Special subject</b> (only Advanced Materials, Communications Technology, Finance)			

**Faculty affiliation (elections):** You are entitled to take part in elections for the faculty officials. Usually you are entitled to vote in the faculty of your first study course. If you wish to vote in a different faculty please send an e-mail to [studiensekretariat@uni-ulm.de](mailto:studiensekretariat@uni-ulm.de)

**First or new matriculation at Ulm University?**

- Ulm University is my first university in Germany (Erstimmatrikulierte)
- I have been enrolled at a German university before (Neuimmatrikulierte)
- I have been enrolled at Ulm University before - with the following Matrikelnummer (ID):

to be filled in by Ulm University  
Immadaum/Kürzel

**Personal Data**

<b>Last name</b> (as per passport/ID):			
<b>First name/s</b> (as per passport/ID):			
<b>Name at birth</b> (only if different from names above):			
<b>Date of birth</b> (dd.mm.yyyy):		<b>Place of birth:</b>	
<b>Gender:</b>		<b>Nationality:</b>	
<b>Car license number of your hometown</b> (e.g. UL = Ulm) in Germany			
<b>International car license number</b> if your hometown is outside Germany (e.g. CH = Switzerland)			

**Contact details** (Address where you can be reached). Please note: All correspondence of Ulm University will be sent to this address.

<b>Street and no.:</b>			
<b>Address details</b> (e.g. room no.):			
<b>Zip code/Town:</b>			
<b>Only if address is outside of Germany - International car license number</b> (e.g. = Switzerland):			
<b>Phone</b> (voluntary):			
<b>E-Mail</b> (voluntary - upon enrolment, you will receive an e-mail account of Ulm University):			

**University entrance qualification** (e.g. university entrance certificate A-level/school leaving certificate)

**Typ of university entrance qualification:**

**In Germany** (please tick only if you have a German university entrance qualification):

- Gymnasium** (Aufbaugymnasium, kooperative Gesamtschule, sonstiges Gymnasium - nicht beruflich)
- Gesamtschule** (Freie Waldorfschule, Gesamtschule, Integrierte Gesamtschule - Gymnasialzug)
- Abendgymnasium**
- Fachgymnasium - allgemeine Hochschulreife** (berufliches, technisches, frauenberufliches oder Wirtschaftsgymnasium)
- Fachhochschulreife**
- Fachgymnasium - fachgebundene Hochschulreife** (berufliches, technisches, frauenberufliches oder Wirtschaftsgymnasium)
- Kolleg** (ohne Studienkolleg)
- Studienkolleg**
- Allgemeine Hochschulreife durch berufliche Qualifikation**
- Fachgebundene Hochschulreife durch berufliche Qualifikation**
- Externenprüfung/sonstige Studienberechtigung - allgemeine Hochschulreife**
- Sonstige Studienberechtigung - fachgebundene Hochschulreife**

**Outside Germany** (please tick only if you received your university entrance qualification outside of Germany):

- Higher education entrance qualification - not subject-related and valid for all study programmes**
- Subject-related higher education entrance qualification**

**Place of university entrance qualification:**

The university entrance qualification was gained in Germany;  
please fill in car license number of the town (e.g. UL = Ulm).

**The university entrance qualification was gained outside of Germany;**  
please fill in car license number of the country (e.g. CH = Schweiz).

**Grade of university entrance qualification:**

Please fill in the grade (e.g. 2,0).


**Date of university entrance qualification (dd.mm.yyyy):**

**Students matriculating for the first time:**

If you haven't been registered at any university either in Germany or outside of Germany, your application of enrolment ends here.

Please do not forget your signature on page 5.

**Study outside of Germany in relation to the studies now being pursued**

Country:	International car license number of the country (e.g. CH):	
Duration in months (you were not enrolled at a German university at the same time):		

Further study periods outside of Germany, please note country and duration in months here:

If you haven't been registered at a German university, your application of enrolment ends here. Please do not forget your signature on page 5.

**At which German university were you enrolled at first?**

Place of <b>first</b> enrolment in Germany:	
Type of university of your <b>first</b> enrolment in Germany:	
Semester of your <b>first</b> enrolment in Germany:	

**Total amount of semesters in Germany**

Number of semesters you have been enrolled at <b>German</b> universities, <b>including</b> this semester and including academic leave of absence, practice semesters, but <b>excluding</b> preparatory courses (e.g. Studienkolleg)	
- Number of semesters of absence of leave at German universities	

**Study history at German universities:**

from semester	until semester	number of semesters	Course of study	Name and location of the university

**Study during the previous semester** (only needs to be filled in if you were enrolled at a German university in the **preceding** semester):

The preceding semester was the...	
Place of university :	
Type of university:	

	1. Course of study	2. course of study, if necessary
Aspired final degree in the preceding semester:		
Course of studies in the preceding semester:		
Subject-related semester in the preceding semester:		

If you haven't taken any intermediate or final exams at a German university, your application of enrolment ends here. Please do not forget your signature on page 5.

**Intermediate examination(s) (e.g. Vordiplom) at German universities**

Did you completely pass an intermediate exam (pre-diploma) at a German university for any courses of study that you want to register for?

- I have not completed any intermediate examinations at a German university.
- I failed an examination at last attempt (Enrolment in this course of study is not possible).
- I have passed the following intermediate examination(s):

	Aspired final degree	Course of study	Form of exam*	Grade	Date	subject-related semester
1. Exam						
2. Exam						

\*Form of exam:

VD: Pre-Diploma

M1: First section of the medical examination

NVP: Natural science examination for dentistry

ZV: Pre-Examination for dentistry

ZP: Intermediate examination (state exam in teaching)

**Final examination(s) passed at German universities**

Have you taken any final examinations at a German university?

- I have not taken any final examinations at a German university.
- I have taken the following final examination(s) at a German university:

	Final examination	Course of study	Grade	Date	subject-related semester
1. subject					
2. subject					
3. subject					

- I failed the following final examination(s) in the last attempt:

**I assure,**  
that the information I have given is true and complete.  
I know that false information can lead to annulment of registration/enrolment.

**I declare,**  
that in the course of study that I am applying for enrolment I did not fail any examination in the last attempt or lose claim to the examination due to other reasons. The same applies for study programmes that Ulm University considers related to the study programme I am applying for enrolment.

that I am not enrolled at any further university in Germany (a simultaneous enrolment at Ulm University is only allowed with explicit permission from both universities!)

that - during my studies - I will not have any employee contract or articles of apprenticeship or am employed elsewhere - this regulation does not apply when enrolling for the Master Online Programme "Advanced Oncology".  
(The job as an academic assistant at Ulm University is not an employee's contract in the sense of this explanation)

If I am employed elsewhere, I enclose documents proving that I have sufficient time for my studies, particularly that I will be able to participate regularly in all the necessary classes. I will provide a letter from my employer stating my hours of work and giving permission for me to study.

With enrolment at Ulm University, a personal account and a personal email address are created.  
I agree to electronically receive notifications and information related to the administration of students and examinations as well as tuition fees via this account and to this email address. Student administration comprises, without being limited to, enrolment, academic leave, change of study course, re-enrolment/reminders, annulment of admission as well as student withdrawal. Examination administration comprises, without being limited to, registration for and withdrawal from examinations, recognition of study and examination achievements and the loss of the right to be examined.

---

Date, Applicant's signature

**All requested documents must be enclosed to this application (see admission letter).**

Any changes of the data kept in the students' data file occurring after enrolment have to be immediately passed on to the office of the registrar - Studiensekretariat.

**Contact details Studiensekretariat:**  
E-Mail: [studiensekretariat@uni-ulm.de](mailto:studiensekretariat@uni-ulm.de)  
Phone: +49 (0)731 50 24444  
Fax: +49 (0)731 50 22058/31185

### **Legal Basis**

This data is used by the central units of Ulm University (e.g. library, IT department) (§ 3 state data protection law).

The individual data as per the legal basis of the current law will be collected, saved, used and passed on according to the relevant laws and conditions.

Data collected, saved and used for fulfilment of the legal duties of the university (§ 12 university law) can - according to § 9 state data protection law - be passed on to third parties, especially to other universities, compulsory health insurance, offices for educational grants, pension, welfare and social services and salary departments of public employers if the regulations of §§ 10 and/or 11 of the state data protection law are fulfilled.

§§ 56 bis 62 university law of Baden-Württemberg

Regulation of the Department of Education and Science for collecting, use of personal data of applicants, students and examinees for administrative purposes of the universities, 28 August 1992 (GBl. 1992, S. 667), last updated by Art. 2 of the regulation dated 03 May 2012 (GBl. 11. May 2012, S. 276 ff.).

Data collected on this legal basis will be passed on without complete name and address to the statistics office Baden-Württemberg. This authority may also pass on individual data without name and address to the relevant highest federal and regional authorities as well as places deemed authorized by such authorities for scientific purposes as long as this does not endanger privacy of information.

## **Bearbeitungsvermerk des Studiensekretariats**

### **Bei der Einschreibung grundsätzlich vorzulegen:**

- HZB - beglaubigte Kopie
- Passbild
- Kontoauszug (kein Überweisungsträger!)
- Krankenversicherungsnachweis oder Bescheinigung über die Befreiung von der Versicherungspflicht (erhältlich bei allen gesetzlichen Krankenversicherungen), z.B. bei privat Versicherten oder bei freier Heilfürsorge von Bundeswehrangehörigen
- Kopie Personalausweis/Reisepass
- Adressierter Rückumschlag DIN C4
- Adressierte Postkarte
- Nachweis Studienorientierungsverfahren für 1. FS Bachelor und 1. FS Staatsexamen Medizin/Zahnmedizin
- Nachweis Lehrerorientierungstest für 1. FS Staatsexamen Lehramt

### **Bei früherem Studium in Deutschland vorzulegen:**

- Exmatrikulationsbescheinigung
- Studienabschlussurkunde/-zeugnis - beglaubigte Kopie (nur, wenn ein Studienabschluss vorliegt)
- Zweitstudiengebühr (650 Euro) geprüft

### **Nur in Sonderfällen vorzulegen:**

- Bescheinigung über eine studienfachliche Beratung (nur bei Studiengangwechsel)
- Einstellungsuntersuchung (nur für PJ)
- Beschäftigungserklärung und vom Dekanat genehmigter Antrag auf Annahme als Doktorand (nur für Doktoranden)

### **Nur von ausländischen Studienbewerbern/Studierenden vorzulegen:**

- HZB - Original und beglaubigte Kopie und Übersetzung:  39  59 erlangt im Jahr: \_\_\_\_\_  
Original/beglaubigte Kopie geprüft von \_\_\_\_\_ am \_\_\_\_\_ (Datum, Kürzel)
- Pass und Aufenthaltsgenehmigung
- DSH-Zeugnis
- APS-Zertifikat (nur für chinesische und vietnamesische Staatsangehörige)
- Studiengebühr für internationale Studierende (1.500 Euro) geprüft

### **Sonstiges:**