



MSc Cognitive Systems Admission 2024/25 Essential Information

Table of contents

| | | |
|-----|---|----|
| 1. | Contact & support | 2 |
| 2. | What you have to do next... .. | 2 |
| | ... after signing the Acceptance Letter | 2 |
| | ... before entering Germany/heading for Ulm | 2 |
| | ... after arriving at Ulm | 3 |
| 3. | Visa | 3 |
| 4. | Fees | 4 |
| 5. | Payment to Ulm University – Accounting department | 5 |
| 6. | Payment to the <i>Studierendenwerk</i> – Reservation dormitory room | 5 |
| | ...renting a dormitory room | 6 |
| | ...infrastructure of dormitories | 6 |
| | ...access in October | 7 |
| 7. | Payment of special tuition fees | 7 |
| 8. | Health insurance, blocked account, current account and more | 7 |
| 9. | Withdrawal from the programme | 8 |
| 10. | How to get to Ulm | 8 |
| 11. | Public transportation | 9 |
| 12. | Financial support | 9 |
| | ...fees to be expected (all fees are subject to change) | 10 |
| 13. | Orientation and introduction to Cognitive Systems | 10 |

1. Contact & support

Please direct emails to cogsys@uni-ulm.de.

Dr. Sandra Mann

programme coordinator
phone: +49 731 / 50-26004
building 41 at University
West / room 41.3.107
cogsys@uni-ulm.de

Dr. Markus Maucher

academic advisor
phone: +49 731 / 50-24106
building O27 / room 3206

Prof. Dr. Birte Glimm

head of programme
Institute of Artificial Intelligence
phone: +49 731 / 50-24125
building O27 / room 450

For any individual questions, do not hesitate to contact us via email (cogsys@uni-ulm.de).
We are looking forward to have you as student with us!

PLEASE NOTE: Receipts of acceptance letters, administrative fees and security deposits will be confirmed by e-mail. Please keep in mind that money transfers may easily take several weeks as they also need to be processed internally. Therefore, we kindly ask you to refrain from enquiries (by telephone or e-mail) pertaining to the current state of it.

2. What you have to do next...

... after signing the Acceptance Letter

- Fill in, sign and return the following documents available on the website to cogsys@uni-ulm.de by **04 August 2024** at the latest:
 - a. **Letter of Acceptance** (acceptance of admission)
 - b. **Recognition Form**
 - c. **Housing Request** (if you like to reserve a dormitory room)
- Please transfer the **general student's tuition fee of 162 €** to the Accounting Department of Ulm University **within two weeks** after accepting the admission (see Section on Payment to Ulm University below).
- Please transfer the **security deposit of 800 Euro** to the Studierendenwerk Ulm **within two weeks** after submitting the housing request in order to confirm your reservation of a dormitory room (see Section on Payment to the Studierendenwerk).
- **If necessary, apply for a visa** at a German embassy in your country as soon as possible (see Section Visa).

... before entering Germany/heading for Ulm

- If required, please collect your **visa documents** from the embassy
- Please collect your **personal documents** that you will need for enrolling at Ulm University and for registration with the city of Ulm:
 - The form “**application for enrolment**” – filled in and signed
 - **Proof of payment of the fees** (semester fee and tuition fees)
 - **School-leaving certificate** (simple copy); no translation into English or German required
 - **Bachelor degree certificate and transcript of records** (original documents OR an official certification* of both documents); original officially certified translation if the originals are not in English or German OR an official certification* of them.
 - from China, Vietnam or India: if **APS certificate** is available in **digital** form please send by e-mail, otherwise original valid APS certificate OR an official certification*.

- **Proof of sufficient English language knowledge** according to the requirements of the letter of admission (simple copy)
- **Biometric photos**
- **Passport** (original and copy)
- **Proof of a German health insurance** or proof of **exemption** from compulsory insurance. This document will be sent electronically by the statutory health insurance. Please request a notification “Meldegrund 10 für die Universität Ulm”.

* An official certification is an official confirmation that a copy is identical to the original document. The confirmation is issued by an authorised German public authority, the German embassy or a German notary. More information:

<https://www.uni-assist.de/en/tools/glossary-of-terms/description/term/official-certification/>

- Please fix your **travel plans** (flight, train, bus).
For information and booking of tickets with Deutsche Bahn (german railway), please see <https://www.bahn.com/en/view/index.shtml>
- If you have applied for the **pick-up service (by means of the Recognition form)**, **inform us by email (cogsys@uni-ulm.de) at least two weeks before your arrival about:**
 - Date, time and German airport you will arrive at
 - Date and time you arrive in Ulm by train or bus

Students who want to pick up their dorm keys at the programme coordination office – please ensure an appointment in advance via cogsys@uni-ulm.de.

... after arriving at Ulm

- If you have applied for the **pick-up service**, a senior student will meet you at Ulm main station/bus station and accompany you to your dorm.
- Due to cost saving measures, unfortunately, there will be no orientation weeks organised by the International Office. Therefore you will have to take care of bureaucratic matters (such as filling in forms for enrolment, residence permit, health insurance, opening a bank account, etc.) and campus life yourself.

3. Visa

If you accept your admission to the *Cognitive Systems* programme, please **make an appointment at the German embassy in your country to apply for a student visa immediately** and also **inform cogsys@uni-ulm.de about your date at the embassy so we may estimate your arrival**. Do not enter Germany with any other type of visa – you won't be able to change your visa status here.

- **Information on German embassies and issuing of visa:**
 - German Federal Foreign Office: German missions around the world
<https://www.auswaertiges-amt.de/en/aussenpolitik/laenderinformationen>
 - DAAD
<https://www.daad.de/en/>
 - DAAD-Study in Germany
https://www.study-in.de/en/plan-your-studies/requirements/visa-and-residence-permit_26604.php
- **Please be aware:**
 - It may take up to 3 months for your visa to be issued!
 - The most time-consuming part of the visa application is the preparation of the required documents, in particular the financial proof (see below).
 - Visa problems are the most prominent reason why students cannot participate in the programme.
 - Your start in the programme cannot be postponed by one semester because the programme 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 typically have to present the following documents at the embassy (please visit the website of the German Federal Foreign Office (http://auswaertiges-amt.de/EN/Startseite_node.html) for the **latest visa requirements** for your country):
 - The admission letter which will be provided to you via your application account (Campus portal). You will not receive a hard copy of the letter by regular mail
 - Proof of previous study
 - For the *Cognitive Systems* programme you do not need a proof of German language skills since the programme 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 10,000 Euro are usually required per year (approx. 850 € 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 bear the costs for you
- Most likely the embassy will expect you to open a **blocked account** in Germany where you deposit the expenses for the first year of studies. Since July 2022 “Deutsche Bank” no longer issues blocked accounts for students. You may find alternatives here <https://blockedaccountgermany.com/deutsche-bank/> or alternatively read Section 8, Health insurance, blocked account, current account and more. Please be aware that opening a blocked account may take some time as well!
- **Residence permit:** A student visa is usually valid for three months. For the period thereafter, you need a residence permit (“Aufenthaltserlaubnis”) which is linked to a restricted purpose, in your case studying. The residence permit can only be obtained by applying in person at the local foreign authorities (*Ausländeramt* or *Ausländerbehörde*) within three months after arrival in Ulm.

4. Fees

Several fees are due before you can settle in Ulm and enroll into the programme that are described in the following chapters.

Your payment must be in Euro. No other currency will be accepted. The university and the Studierendenwerk must receive the exact amounts. All fees that might occur for transfer of the money have to be paid by you or your bank in advance!

Receipts of acceptance letters, administrative fees and security deposits will be confirmed by e-mail. If the amount received by us is not sufficient, you will have to make a corresponding additional payment.

Go to your bank and have the money transferred to the corresponding account holder. It is advisable to choose a bank that cooperates directly with a partner bank in Germany. Otherwise additional charges are likely to arise. Use your own payment receipt for your appointment at the embassy.

IMPORTANT: Make sure to clearly write all information required! For the purpose of a payment make sure to proceed as described in chapters 5 and 6. Otherwise we cannot identify you as the sender of the money and the money will be returned!

In this context please note that the purpose of the university's accounting department and the Studierendenwerk Ulm differ from each other!

Please keep in mind that money transfers may easily take up to two weeks.

5. Payment to Ulm University – Accounting department

- The university accounting department must receive the exact amount of the administrative fee in time.
- By paying this fee (162 €) you **validate your acceptance** of your place in the programme.
- **Please pay immediately after having accepted your admission. Make sure you enter the correct purpose (see table below)!**
If you fail to pay in time, there will be no support from our side.
- Incurring charges in connection with the transfer of money have to be paid by you in advance.
- Please keep in mind that money transfers will take up to several days, sometimes up to two weeks.

Bank details for payments:

| | |
|--|--|
| Account holder | Kasse der Universität Ulm |
| Bank name | LBBW/BW-Bank Stuttgart, Filiale Ulm |
| Address | Syrlinstraße 35, 89073 Ulm |
| Bank Identifier Code (BIC=SWIFT-Code) | SOLADEST600 |
| International Bank Account Number (IBAN) | DE83 6005 0101 0405 7045 54 |
| Purpose | "20242123456789 last name, first name Neueinschreibung" (please use your applicant number instead of 123456789) The correct purpose facilitates the automatic allocation of incoming payments enormously. |

6. Payment to the Studierendenwerk – Reservation dormitory room

- The *Cognitive Systems* organisers and the **Studierendenwerk Ulm** will arrange for a room reservation at a **dormitory of the Studierendenwerk for you in advance if you**
 - a. fill in the "Housing Request Form" correspondingly (**you do not have to additionally fill in the online application on the Studierendenwerk homepage!**) and
 - b. pay a security deposit of 800 Euro (housing deposit, first rent, fees).

Please pay immediately after having accepted your admission and having submitted your housing request form. If you fail to pay within two weeks after sending the housing request, your application for the reservation of a dormitory room will not be affirmed.

Make sure to transfer the amount of 800 Euro **directly to the Studierendenwerk** and to mention all the following information on your bank transfer:

| | |
|------------------------|--|
| Account holder: | Studierendenwerk Ulm |
| Bank Name: | Sparkasse Ulm |
| Address: | Hans-und-Sophie-Scholl-Platz2, 89073 Ulm |

BIC: SOLADES1ULM
IBAN: DE56 6305 0000 0000 0144 81
Purpose: CogSys,<last name, first name>

Unfortunately the Studierendenwerk does not dispose of a separate account for international bank transfers.

Please note that a reimbursement on late arrival is not possible. If you want to cancel this contract, please inform us as soon as possible (see chapter 9).

Please address **all questions related to housing exclusively to cogsys@uni-ulm.de**.

- Rooms will be distributed on a first-come first-served basis according to your housing request.
- Once you have arrived in Ulm the Studierendenwerk will use the amount of 800 Euro for the first monthly rent, the deposit, a processing fee of 20 Euro and, if applicable, the fee of 70 Euro for bedding.
- **Rooms on the private market** may be usually more expensive than those let by the *Studierendenwerk*. We cannot give any assistance in finding a private room.
- Please be aware that student rooms both on the private market and in the dormitories are much sought-after. It is almost **impossible to find a room shortly before the start** of the semester.
- For more information on the *Studierendenwerk* and dormitories: <http://www.studierendenwerk-ulm.de/>

...renting a dormitory room

- The **price for a dormitory room** varies between approx. **229 and 420 €/month**. In addition, a **deposit of currently 300 €** is due. The deposit is refundable and will be paid back after you leave the residence in good conditions. On moving in, a handling fee of 20 € is charged once.
- You will be notified about a successful reservation by separate email in August/September.
- The monthly rent **includes fees for heating, water, electricity**, and internet access.
- You can move into your room at the earliest **2 October 2024 in the afternoon**. (Note that Thursday, 3rd October is a bank holiday, and on Friday, 4th October the office is expected to be closed. So plan your arrival well in advance).
- You cannot influence the choice of a particular dormitory or a room with a specific monthly rent.
- Changing a dormitory room is possible only at the end of a semester. For all questions please contact the staff members of the *Studierendenwerk*.

...infrastructure of dormitories

- Students of the *Cognitive Systems* programme will mostly be placed in the dormitories “Eselsbergsteige”, which is within **walking distance to the university**, “Gutenbergstraße” **downtown**, and in the new dormitory “Manfred-Börner-Straße” **adjacent to the campus**. All have good connections to the campus by public transportation.
- Most of the **rooms have no bath of their own**. Kitchen, bathroom and toilets are shared by several students.
- The dormitories are mixed-gender dormitories, however the shared flats and bathrooms normally are used by men or women separately.
- Dormitory rooms are **furnished** with bed, table, chair and book shelf.
- Blanket, pillow, and bed sheets can either be bought at a cost of 70 € and will then be provided by the *Studierendenwerk*, or you will have to bring or buy the bedding on your own. Please tick the appropriate box in the “Housing Request Form”.
- **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 floor mates.

...access in October

- Since the reservation is arranged by the programme management, we will first sign your contract on your behalf.
- This entails, that we will also collect all dorm keys on 1 October 2024, because the keys are only accessible to the signatory and current possessor of a valid rental contract.
- Once you have arrived here, you will be handed over the contract and its annexe, the supplementary agreement, and the keys. You will then have to sign the contract and an agreement stating that you have taken over the initial rental contract.
- The just mentioned procedure can take place at the office of the programme management at Ulm University or, in case of arranged pick-up service, be carried out by the help of the senior student.
- Eventually, you are asked to submit a direct debit mandate. The form is annexed to the other documents. It can only be filled out if you are in possession of a German bank account. Please return that form to the *Studierendenwerk* no later than 31 October 2024.

7. Payment of special tuition fees

- **Please be aware** that international students wishing to study and pursue a degree in Germany who are not EU nationals (**third-country nationals**) must pay **tuition fees amounting to 1,500 € per semester**. Tuition fees need not be paid, e.g., by third-country nationals permanently residing in Germany, persons who have obtained their *Abitur* in Germany, are married to a German national or are recognised refugees. **If you are possibly liable to tuition fees, you will receive a notification in addition to your letter of admission (via Campus portal).** Please take note of this notification and pay the tuition fees within the given deadline. Be aware that the tuition fees must have been successfully received by the time you arrive in Ulm, otherwise you won't be permitted to enroll!
If you have any questions in this respect, please contact the email address given in the Notification of Tuition Fees. Please do not contact cogsys@uni-ulm.de, as we are not responsible for this and cannot help you in this matter.
- Students pursuing a **second degree** in Germany are charged **650 € per semester**. As a rule, your programme will count as a second degree, if you have already completed a master degree in Germany. **If you are liable to this kind of tuition fees, you will receive a notification of fees in addition to your letter of admission. Please take note of this notification and promptly return the corresponding information sheet.**

8. Health insurance, blocked account, current account and more

General information about health insurance

- **Health insurance is compulsory** for every student in Germany. All **statutory health insurance funds** are obliged to insure students until the 14th semester and up to the age of 30. Insurance rates for students are currently around **130 € / 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.**

- When you are from a country not belonging to the European Union you should purchase a travel health insurance in your home country which will cover medical treatment during the first days after your arrival in Germany. **Do not buy a travel insurance for several months since you will need an insurance policy after your arrival/enrollment.**

Additional information: <https://www.daad.de/deutschland/nach-deutschland/bewerbung/en/58221-health-insurance/>

Expatrio – all-inclusive package for an easy start in Germany

As you will have to take care of all bureaucratic matters yourself, we would like to draw your attention to the company Expatrio. There you have the option to apply for a Value Package **online while you're still in your home country**. The package includes a blocked account, an incoming insurance, public health insurance, current account and an ISIC Card. Please check out the details here:

<https://www.expatrio.com/living-germany/cities/ulm/ulm-university>

The package will make your start in Germany much easier and facilitates your enrolment as well as your registration at the Foreigners' Office in Ulm.

9. Withdrawal from the programme

If you withdraw from the programme, please inform us as soon as possible.

- **Reimbursement of security deposit:**

If you cancel your dormitory room prior to start of contract (1 October), the Studierendenwerk tries to rent the room to another student. In case they are successful, the security will be fully refunded. In case it is not possible to find a substitute person as of 1 October, you are charged

- at maximum one monthly rent plus an administrative fee of 20 € if the rental contract is cancelled *no later than four weeks* prior to start of contract
- at maximum two monthly rents plus an administrative fee of 20 € if the rental contract is cancelled *less than four weeks* prior to start of contract

If a dormitory room is cancelled on or after 1 October, your contract has started. This means that you are under § 11 of the General Rental Conditions (Allgemeine Mietbedingungen) according to which you may only cancel your contract with eight weeks notice towards the end of a month. You will then have to make additional payments on top of the 800 € that you already transferred as a security deposit.

Please bear this information in mind when, for example, encountering difficulties with your visa.

- **Reimbursement of all tuition fees:**

Complete reimbursement, if you do not enroll at Ulm University.

All transfer fees will be at your charge.

10. How to get to Ulm

The international airports closest to Ulm are in Stuttgart and Munich (München).

- Arrival at **Munich**: Take the S-Bahn (subway, symbol *S*) to *München Hauptbahnhof* (main station) or to *Pasing* (a suburb of Munich). The S-Bahn leaves in the subbasement of the airport. Buy the ticket at the

station or at a ticket office **before** entering the S-Bahn. Trains in direction of Stuttgart will stop in Ulm (approx. 2 hours).

- Arrival at **Stuttgart**: Take the S-Bahn to *Stuttgart Hauptbahnhof* (main station). There you can take a direct train to München and get off at Ulm (about 1 1/2 - 2 hours).
Buy the ticket at the station or at a ticket office **before** entering the S-Bahn.
- Arrival at **Frankfurt**: Take a train via Stuttgart. Depending on the train you might have to switch in Mainz, Mannheim, Heidelberg, or Stuttgart. There are also a few direct trains connecting Frankfurt Airport and Ulm. After taking your luggage proceed to *Fernbahnhof*, the train station for long distance trains. Close to the entry to the trains there is a *DB-Reisezentrum* (travel centre) where you can buy your train ticket and get travel information.
- For information and booking of tickets with *Deutsche Bahn* (German railway), please see <https://www.bahn.com/en/view/index.shtml>.
- To make your arrival at Ulm easier for you, we will try to find senior students who will pick you up from the train station in Ulm and bring you to your dormitory and show you around a bit. **If you want to be picked up**: Please inform us about date, time and German airport at which you will arrive and date, time you arrive at Ulm by train or bus, and your mobile phone number. Be aware, that we need this information **well in advance** of your arrival, i.e. **at least two weeks beforehand!** Otherwise you will have to reckon with staying at a hotel for some days.

11. Public transportation

- Public transport at Ulm is ensured by bus or tram (single trip approx. 2.90 €). There is a ticket valid for a whole day (*Tageskarte*, approx. 5.50 €). Tickets can be purchased from the bus driver or at vending machines at some of the bus/tram stops.
- D-Ticket: 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 JugendBW** (until the age of 27):

365 € 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 JugendBW 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, Flixbus)

- **D-Ticket**: 49 € per month

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

- It is advisable to purchase a daily or weekly bus ticket for the first days/weeks of your stay.

12. Financial support

- **Information on scholarship programmes**
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.
Ulm University does not offer any additional stipends or scholarships for incoming students.

- The residence permit for study purposes does not allow you to work in general. This means that you cannot finance your stay by paid employment only. Students from outside the EU without a work permit are allowed, however, to work up to 140 full or 280 half working days a year. With regard to *off-campus work* you are not allowed to work more than 20 hours per week during the lecture periods, otherwise you will lose your student status regarding health insurance. *On-campus work* is allowed for a maximum of 85 hours per month at Ulm University.
https://www.studierendenwerke.de/fileadmin/user_upload/Jobs_internationale_Studierende_eng_bf.pdf
- **On-campus work** for students:
The most common method on gaining financial income from the second semester onwards is a **part-time research assistantship**. These are so-called **HiWi jobs**. Ask and talk about it with supervisors and tutors in lab courses and seminars, and please make use of the so-called *HiWi-Börse* (<https://www.informatik.uni-ulm.de/hiwiboerse/?locale=en#joboffers>) to apply for assistant positions of courses taught in English. These jobs are offered but not guaranteed.
- However, since your main purpose in coming to Ulm is to study and obtain a master's degree, we very strongly recommend that students do not take on more than 20 hours per month.
- The International Office also offers seminars on gaining financial support which will be held later during the semester.

...fees to be expected (all fees are subject to change)

- tuition fee for non EU-nationals – 1,500 € per semester
- student's health insurance – approx. 130 € per month
- administrative fee – currently 162 €, due every semester
- monthly rent for dormitory room – 298 to 477 €
- monthly fee for public radio (compulsory) – 18.36 €
- handling fee for renting a dormitory room – 20 €, due once (*automatically deducted from the 800 € security deposit after arrival*)
- deposit for the dormitory – 300 €, refunded when you leave (*automatically deducted from the 800 € security deposit after arrival*)
- bedding for the dormitory room – 70 €, due once, optional (*automatically deducted from the 800 € security deposit after arrival if indicated accordingly in the housing request form*)
- D-Ticket JugendBW for public transportation: 365 € per year (until the age of 27); D-Ticket: 49 € per month
- fee for the electronic residence permit – approx. 100 €, extension 80 €

13. Orientation and introduction to Cognitive Systems

The student union (so-called Fachschaft) of Cognitive Systems offers a three-day orientation in the first half of October, 2024 (usually during the week preceding the start of the lecture period; exact date to be announced). Participation is strongly recommended for all students as it comprises a potpourri of important information and will be of great help to become familiar with campus life, your new classmates etc.

All subject-specific information, e.g. the study plan will be introduced during your first lecture in the new semester.

Further details about the orientation and introduction will be announced in due course.