Information Form for International Students

to establish whether the obligation to pay tuition fees according to sections 3 to 7 of the Act on Fees in Higher Education of the state of Baden-Württemberg (Landeshochschulgebührengesetz, LHGebG) applies

Reference number/Student ID number: ___________________________ for WiSe/SoSe__________________
Surname: ________________________________ First name: ________________________________
Date of birth: ____________________________ E-mail: ________________________________
Subject (Study programme): ________________________________
Desired degree (bachelor's/master's): ________________________________
Nationality: ______________________________________________________________

Higher education institutions in Baden-Württemberg will be charging tuition fees of €1,500 per semester for international students. According to section 3 LHGebG, international students who are not citizens of an EU or EEA country have to pay tuition fees.

As an international student, you are generally obliged to pay tuition fees. However, the act includes exceptions where international students who fulfill the required criteria are not obliged to pay tuition fees. If the exception criteria apply to you and you provide the necessary documents of proof in due time before enrollment or re-registration, you do not have to pay tuition fees.

Print out and fill in this form if one of the following exceptions applies to you and you can provide them with the relevant documents and evidence. Please submit the form and the required documents of proof to Ulm University, Abt. Zulassung (Admissions), 89069 Ulm, Germany:

☐ I hold a residence permit for Germany, not only for study purposes but also for family-related reasons (e. g. spouse, life partner or child of a German citizen, an EU/EEA citizen or a foreigner with a settlement permit), as I had to flee from my homeland or I hold a permanent residence permit for other reasons.

Proof:
- notarized copy of the residence permit,
- if necessary: notification from the foreigner's office indicating an uninterrupted legal, permitted or temporarily admitted stay in Germany of at least 15 months.
Please indicate which type of residence permit you have been issued:

- Spouse or life partner or child of an EU/EEA citizen who enjoys freedom of movement according to section 3 of the Freedom of Movement Act/EU: Residence card according to section 5 subsection 1 of the Freedom of Movement Act/EU or a permanent European Community residence permit (section 7a of the Residence Act (AufenthG)/EEC)  
  *Please note:* The residence card or permanent European Community residence permit is issued by the responsible foreigner's office upon request.
- Settlement permit or permanent EU residence permit (according to section 5 subsection 1 Freedom of Movement Act/EU)
- Residence permit according to section 25 subsection 2 AufenthG or settlement permit
- Certificate or passport entry certifying the status as a stateless foreigner
- Residence permit according to section 22, section 23 subsection 1, 2 or 4, section 23a, section 24, section 25 subsection 1 or 2, sections 25a, 25b, 28, 37, section 38 subsection 1 sentence 1 number 2 or section 104a AufenthG
- Spouse/life partner/child of a foreigner with settlement permit, with residence permit according to sections 30 or 32 to 34 AufenthG
- Residence permit according to section 25 subsection 3 or 4 sentence 2 or subsection 5 or section 31 AufenthG AND a confirmation from the foreigner's office indicating an uninterrupted legal, permitted or temporarily admitted stay of at least 15 months.
- Spouse/life partner/child of a foreigner with residence permit according to sections 30, 32 to 34 and 36a AufenthG AND a confirmation from the foreigner's office indicating an uninterrupted legal, permitted or temporarily admitted stay of at least 15 months.
- Passport entry or certificate confirming the temporary suspension of deportation AND a confirmation from the foreigner's office indicating a permitted or temporarily admitted stay of 15 months

- I have been in Germany for at least five years in total and have been legally employed during this time.
  
  **Proof:**
  - notarized copy of the residence permits for all the 5 years,
  - employment verification (tabular) form,
  - tax assessment notices AND
  - proof from the employer (if current tax assessment notices are not yet available)

- One of my parents has resided and worked legally in Germany for total three of the six years before my program of study started.
  
  **Proof:**
  - notarized copy and official translation of the birth certificate,
  - notarized copy of the residence permits of the parent,
  - employment verification form completed by the parent,
  - tax assessment notices AND
  - proof from the employer (if current tax assessment notices are not yet available)
ONLY THE GERMAN VERSION OF THIS OFFICIAL FORM IS LEGALLY BINDING. THE ENGLISH VERSION IS SOLELY PROVIDED FOR INFORMATION PURPOSES.

☐ I have already obtained a bachelor’s and a master’s degree in Germany.
   Proof:
   - notarized copies of BOTH German degree certificates

☐ I have already obtained a state examination degree or a Diplom degree or a Magister degree in Germany.
   Proof:
   - notarized copy of the German degree certificate

☐ I apply as part of a double-Degree programme between Germany and other countries.
   Proof:
   - please send us this completed form by e-mail

Please note: Please send in case of an admission, the signed form and the necessary documents until 15 September (for the winter semester) and 15 March (for the summer semester) via mail to:

Ulm University
Abt. Zulassung (Admissions)
Tuition Fees
89069 Ulm
GERMANY

Your request can only be taken into account if the forms and documents were submitted as required. If you do not submit the necessary forms and documents which prove that the criteria for an exception are fulfilled according to section 5 of the LHGebG by the above date, we will assume that you are obliged to pay the tuition fees for international students.

Obligation to cooperate

According to section 10 subsection 1 sentence 3 LHGebG, you are obliged to disclose immediately any changes relevant for the fulfillment of the exception criteria or the exemption from tuition fees, or which have been object of declarations relevant for the fulfillment of the exception criteria or the exemption from tuition fees. There is no official duty to investigate on the part of Ulm University.

I declare that the information provided in this form is true, and that I have not altered the form in any way.

I assure, that the information I have given as well as the documents of proof are complete and correct.

Providing incomplete or false information or deliberately withholding information may have legal consequences.

For information on the processing of your personal data and your rights as a data subject, please visit: https://uni-ulm.de/rechtliche-hinweise/datenschutz/.

City, Date ___________________________ ___________________________
Signature
Electronic procedure

At Ulm University, the process of collecting fees is carried out electronically. In particular, information on hearings, notifications and decisions issued in regard to the collection of fees as well as official notifications are issued electronically.

Duration of the exception

If your residence permit means that you are not obliged to pay tuition fees, this exception shall be valid for the duration of your residence permit. Please submit this form again, along with a notarized copy of the new residence permit, as soon as your current residence permit expires. Please also adhere to the re-registration deadlines. You may only re-register without having to pay tuition fees if your updated form and the notarized documents have been submitted and processed. We therefore ask you to submit the form and the documents before 1 February for the summer semester and before 1 August for the winter semester.

Reimbursement

Tuition fees, which have already been paid, may be reimbursed, in particular,

- if you fulfilled the exception criteria before enrollment or re-registration but were not able to provide the necessary documents of proof through no fault of your own,
- if you qualify for an exception according to the relevant legal regulations within one month of the lecture period beginning and this is immediately claimed by you within this month.

Translations

Translations have to be produced by a sworn translator. The translation has to be submitted to the higher education institution bearing the original stamp and signature of the translator.

Further details

Further information on tuition fees can be found on https://www.uni-ulm.de/en/index.php?id=88657&L=1