

**Information sheet on enrolment – required documents
for applicants who are German or EU-citizens or who have obtained their higher
education entrance qualification at a German school (so called “Bildungsinlaender”)**

- ☐ the form “application for enrolment” – filled in and signed by the applicant
- ☐ original or an official certification* of the school-leaving certificate (a simple copy is sufficient for enrolment in a master`s degree programme) - if not issued in German or English, please provide an officially certified translation into German or English
- ☐ for master`s degree programmes: original or an official certification* of the **Bachelor`s degree** (or equivalent degree) and the official transcript of records - if not issued in German or English, please provide an officially certified translation into German or English
- ☐ German applicants with a foreign school-leaving certificate: original of the recognition decision of the “Zeugnisanerkennungsstelle” or an official certification* of this document,
<https://rp.baden-wuerttemberg.de/rps/abt7/zeugnisanerkennungsstelle/>
- ☐ a recent **passport photo** for the student ID card provided with names and address, please **no** scanned photos
- ☐ proof of payment of **€ 148.00** (bank statement, **not** carbon copy of credit transfer form). The payment must be made stating the reference "**241-B123456789 Name, Firstname Neueinschreibung**" (=new registration; Please use your applicant number instead of 123456789).
Until **14.04.2024**: please transfer to the account of Ulm University at Sparkasse Ulm, (SWIFT-Code): SOLADES1ULM, IBAN: DE68 6305 0000 0000 0050 50.
From **15.04.2024**: please transfer to the account of Ulm University at LBBW/BW-Bank Stuttgart, Filiale Ulm BIC (SWIFT-Code): SOLADEST600, IBAN: DE83 6005 0101 0405 7045 54
- ☐ **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 (H001673)" from a German statutory health insurance company of your choice. A copy of the insurance card/EHIC or a written membership certificate will not be accepted. The electronically proof can be requested from any statutory health insurance. This proof is not required for enrolment in the "Language and Regional Studies Preparatory Semester - focus" and for enrolment in the "Orientation Semester".
- ☐ Copy of identity card/passport
- ☐ an addressed **envelope**, size DIN C4 (corresponding to size DIN A4)
- ☐ proof of participation in a study orientation procedure for applicants enrolling in the 1st semester of a state examination or bachelor's degree programme, <https://www.uni-ulm.de/studium/bewerbung-und-immatrikulation/orientierungsverfahren/> Instead of the study orientation procedure, the TestAS can also be submitted.
- ☐ for German-taught programmes: proof of sufficient German language knowledge (e.g. DSH-2, TestDaf 4 x 4, entrance examination)
- ☐ for English-taught programmes: proof of sufficient English language knowledge according to the requirements in the letter of admission
- ☐ Only for enrolment in Human Medicine, Dentistry, Molecular Medicine, MTN: signed confidentiality statement and a medical certificate for protection against measles.

Students who previously studied must further submit:

- ☐ a **certificate of termination of enrolment** ("Exmatrikulationsbescheinigung") showing all semesters at German universities, if they previously studied at a German university
- ☐ previously completed degree programmes: original Bachelor's degree (or equivalent degree) and the official transcript of records or an official certification* of both documents, if these are not available yet: an original confirmation from your university that the bachelor's degree programme has successfully been completed or an official certification* of this document
- ☐ concerning students who wish to change their study programme in the third or a higher semester, **written proof of Programme Advisory Services** ("Studienfachberatung") for the requested programme (http://www.uni-ulm.de/fileadmin/website_uni_ulm/studium/zulassung_und_immatrikulation/einschreibformulare/vordruck_studienfachliche_beratung.pdf);
not required for students wishing to change from their bachelor's degree programme to the master's degree programme or students who are aiming for a second degree after successfully completing their first programme

Please make sure that you submit any further documents requested in your notice of admission but not listed above.

Post address:
Universität Ulm
Abt. II-2, Studiensekretariat
89069 Ulm

Student documents:

Once we have received all required documents, you will become a student of Ulm University and you will be sent all student documents (student ID card, etc.) by mail in the envelope provided by you.

Bank details

Please take into account that a fee may apply for payments from abroad. Please check with your bank.

Until **14.04.2024** please transfer to the following account:

For transfers from Germany or from EU countries account holder: Kasse der Universität Ulm Sparkasse Ulm BIC (SWIFT-Code): SOLADES1ULM IBAN: DE68 6305 0000 0000 0050 50	For transfers from non-EU countries account holder: Kasse der Universität Ulm LBBW/BW-Bank Stuttgart, Filiale Ulm BIC (SWIFT-Code): SOLADEST600 IBAN: DE15 6005 0101 7439 5032 50
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Please transfer to the following account from **15.04.2024**:

account holder: Kasse der Universität Ulm LBBW/BW-Bank Stuttgart, Filiale Ulm BIC (SWIFT-Code): SOLADEST600 IBAN: DE83 6005 0101 0405 7045 54
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Note

* 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 (e. g. German town hall or a German Embassy) or a german notary.

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

You can find further information under: <http://www.uni-ulm.de/studium>

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E-Mail: studiensekretariat@uni-ulm.de