

**Information sheet on enrolment – required documents
for applicants who are not German or EU-citizens or who have not 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
- ☐ **an official certification* of the school-leaving certificate** (a simple copy is sufficient for enrolment in a master's degree programme)
- ☐ if the school-leaving certificate is not available in German or English: official translation of the school-leaving certificate into German or English in the original or an official certification* of this document (a simple copy is sufficient for enrolment in a master's degree programme)
- ☐ for master programmes: **original Bachelor degree** (or equivalent degree) and the **official transcript of records or an official certification* of both documents**, if these are not yet available: an original confirmation from your university that the bachelor's degree programme has been successfully completed or an official certification* of this document
- ☐ **original officially certified translation** of the documents listed above into English or German (if the originals are not in English or German) or an official certification* of them
- ☐ applicants from China, India or Vietnam: if APS available in **digital** form please send by e-mail otherwise please send **original** valid APS certificate issued by the Academic Evaluation Center or an **official certification***. For master courses, the APS certificate of the bachelor degree
- ☐ for English-taught programmes: proof of sufficient English language knowledge according to the requirements of the letter of admission
- ☐ for German-taught programmes: proof of sufficient German language knowledge (e.g. DSH-2, TestDaf 4 x 4, entrance examination)
- ☐ a recent **passport photo** for the chip card, provided with names and address, please **no** scanned photos
- ☐ copy of passport
- ☐ 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) to the account of Ulm University. Bank details see below
- ☐ proof of payment of **€ 1,500** tuition fees if liable to fees. Bank details see “Official Notification of Tuition Fees”
- ☐ **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” 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”.
- ☐ proof of participation in a study orientation procedure for applicants enrolling in the 1st semester of a state examination or bachelor's degree program, <https://www.uni-ulm.de/studium/bewerbung-und-im-matrikulation/orientierungsverfahren/> Instead of the study orientation procedure, the TestAS can also be submitted (not required for enrolment in a master's degree programme)
- ☐ Only for enrolment in Human Medicine, Dentistry, Molecular Medicine and Molecular and Translational Neuroscience: signed confidentiality statement and a medical certificate for protection against measles



- ☐ for enrolment in higher semesters in Human Medicine and Dentistry: original certificate of recognition of the Federal State Examination Office (Landesprüfungsamt) for the recognition of study and exam achievements as well as semesters in the programme.

Students who previously studied **in Germany** must further submit:

- ☐ a **certificate of termination of enrolment** (“**Exmatrikulationsbescheinigung**”) showing all semesters at **German universities**.
- ☐ concerning students who wish to change their study course in the third or a higher semester, written proof of Programme Advisory Services (“**Studienfachberatung**”) for the requested programme, the form can be downloaded on <https://www.uni-ulm.de/index.php?id=714> (not required for students wishing to change from their bachelor’s programme to the master’s programme or students who are aiming for a second degree after successfully completing their first studies).

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

Please send all required documents by mail to the “Studiensekretariat” of Ulm University:

Universität Ulm
Abt. II-2 Studiensekretariat
89069 Ulm
Germany

Once you have submitted all required documents, you will be enrolled and receive the study documents to be a student of Ulm University.

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

Please transfer to the following account:

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 or a german notary.

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