



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
- ☐ certified photocopy of **school-leaving certificate qualifying for university entrance** - if not issued in German or English, please provide an officially certified translation into German or English
- ☐ for master courses additionally: certified copies of the **Bachelor degree** (or equivalent degree) and the official transcript of records
- ☐ a recent **passport photo** for the chip card, provided with names and address, please **no** scanned photos
- ☐ proof of payment of **€ 180,00** (bank statement, **not** carbon copy of credit transfer form); the amount of € 180,00 includes the student union fee of € 92.00 an administrative fee of € 70.00 and a fee for constituted student body of € 18.00. The payment must be made stating the reference **"232-B123456789 Name, Firstname Neueinschreibung"** (=new registration; Please use your applicant number instead of 123456789) to the account of Ulm University at Sparkasse Ulm, (SWIFT-Code): SOLADES1ULM, IBAN: DE68 6305 0000 0000 0050 50.
- ☐ **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".
- ☐ Copy of identity card/passport
- ☐ an addressed **envelope**, size DIN C4 (corresponding to size DIN A4)
- ☐ 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 (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 programme to the master's programme or students who are aiming for a second degree after successfully completing their first studies
- ☐ where required, proof of sufficient knowledge of German (e.g. DSH-2, TestDaf 4 x 4, entrance examination)
- ☐ where required, proof of sufficient knowledge of English according to the requirements of the notice of admission
- ☐ Only for enrolment in Human Medicine, Dentistry, Molecular Medicine, Molecular and Translational Neuroscience: signed confidentiality statement and a medical certificate for protection against measles.

Students who previously finished their study programmes must further submit:

- ☐ a **certificate of withdrawal** ("Exmatrikulationsbescheinigung") showing all semesters at German universities, if they previously studied at a German university
- ☐ where applicable, a certified copy or officially certified photocopy of **completion of your studies** together with an officially certified translation into German or English where necessary (necessary for enrolment to master, doctorate or PhD studies)

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 and enrolment certificates) by mail in the envelope provided by you. Only students who are not obliged to appear in person for enrolment will receive their enrolment certificates by post. Students who appear in person for enrolment will receive their certificates during the enrolment process.

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

Phone: +49 (0)731/50-24444

Telefax: +49 (0)731/50-12-22058 or 50-12-31185

Your Student Administrative Office wishes you successful and happy studies.