



## Information sheet for enrolment as a doctoral student – required documents

- simple copy of **school-leaving certificate**
- original or an official certification\*** of your master's degree (a simple copy of your bachelor's degree is sufficient) and the **original or a certified copy of the certified translation** if not issued in German or English
- certificate/s of termination of enrolment ("Exmatrikulationsbescheinigung")** showing all semesters at German universities if you have been enrolled at a German university before
- for enrolment until 30.09.2024: a recent **passport photo** for the student ID card, provided with names and address, please **no** scanned photos, no passport photo is necessary for enrolment after 01.10.2024
- a copy of your identity card/passport
- proof of payment of **€ 172.00** (expected amount, bank statement, **not** carbon copy of credit transfer form) for the **summer semester 2025**. The payment must be made stating the reference "**20251**123456789 last name, first name Neueinschreibung" (Please use your applicant number instead of 123456789).  
On 18 December 2024 the German state parliament will decide on the Budget Accompanying Act 2025/2026 and, in this context, whether the administration fee will be increased from € 70.00 to € 80.00 for the summer semester 2025.  
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 payment of **€ 162.00** (bank statement, **not** carbon copy of credit transfer form) for the **winter semester 2024/2025**. The payment must be made stating the reference "**20242**123456789 last name, first name Neueinschreibung" (Please use your applicant number instead of 123456789).  
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
- signed confirmation of the doctoral committee about the acceptance as a doctoral candidate
- an addressed **envelope**, size DIN C4 (corresponding to size DIN A4)

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

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

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### 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 Administration and Examinations Office wishes you successful and happy studies.

### 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>