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 € 148.00 (bank statement, not carbon copy of credit transfer form) for the summer semester 2024. The payment must be made stating the reference "20241123456789 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
- 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 "20242123456789 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)

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 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