

**Information sheet on enrolment – required documents**

- ☐ the form “application for enrolment” – signed by the applicant (pdf file that you will receive after you have completed the online enrolment process)
- ☐ original or 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
- ☐ German applicants with a foreign school-leaving certificate: original of the recognition decision of the “Zeugnis-anerkennungsstelle” or an official certification\* of this document,  
<https://rp.baden-wuerttemberg.de/rps/abt7/zeugnis-anerkennungsstelle/>
- ☐ for master`s 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
- ☐ 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`s degree programmes, the APS certificate of the bachelor`s degree
- ☐ for English-taught programmes: proof of sufficient English language knowledge according to the requirements in the letter of admission
- ☐ copy of passport
- ☐ proof of payment of the semester fees. Please attach a bank statement, not a carbon copy of credit transfer form. You will receive more information about the amount and the purpose of the payment once you have completed the online enrolment.
- ☐ proof of payment of € 1500 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 (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".
- ☐ 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.
- ☐ only for enrolment in Human Medicine, Dentistry, Molecular Medicine and Molecular and Translational Neuroscience: signed confidentially statement and a medical certificate for protection against measles.
- ☐ only for enrolment in Clinical Psychology and Psychotherapy: signed 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.

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Students who previously studied in Germany must further submit:

- ☐ a certificate of termination of enrolment (“Exmatrikulationsbescheinigung”) showing all semesters at German universities
- ☐ previously completed degree programmes: original Bachelor 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

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- ☐ concerning students who wish to change their study course in the third or a higher semester, need a course advisors consultation attestation (“Studienfachberatung”) for the requested programme, the form can be downloaded on [http://www.uni-ulm.de/fileadmin/website\\_uni\\_ulm/studium/zulassung\\_und\\_immatriculation/einschreibformulare/vordruck\\_studienfachliche\\_beratung.pdf](http://www.uni-ulm.de/fileadmin/website_uni_ulm/studium/zulassung_und_immatriculation/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 degree programme).

Additionally to be submitted:

- ☐ Documents that are additionally listed and requested in the letter of admission.

**Please send all required documents by mail to the Student Administration and Examinations Office (“Studiensekretariat”) of Ulm University. You will receive the exact address after you have completed the online enrolment.**

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

**Bank details**

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

**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/>