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)
- 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 “Zeugnisanerkennungsstelle” or an official certification* of this document, 
  https://rp.baden-wuerttemberg.de/rps/abt7/zeugnisanerkennungsstelle/
- 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 program has been successfully 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 or Vietnam: original valid APS certificate issued by the Academic Evaluation Center; for master courses, the APS certificate of the bachelor degree
- for German-taught programmes and if the study qualification was not acquired at a German-language institution: proof of sufficient German language knowledge
- for English-taught programmes: proof of sufficient English language knowledge according to the requirements of the letter of admission
- copy of passport
- proof of payment of the semester fees (administrative fee, student services fee and the fee for constituted student body). 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" 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.
- only for enrolment in Human Medicine and Dentistry: signed confidentiality statement
- only for enrolment in Human Medicine and Dentistry, Molecular Medicine, Molecular and Translational Neuroscience: a medical certificate for protection against measles.

Students who previously studied in Germany must further submit:
- a certificate of withdrawal (“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).

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Additionally to be submitted:
☐ Documents that are additionally listed and requested in the admission notice.

Please send all required documents by mail to the “Studiensekretariat” of Ulm University. You will receive the exact address after you have completed 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.

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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.