



Information sheet on enrolment – required documents

- ☐ photocopy of **school-leaving certificate qualifying for university entrance** for a German university (if you did not obtain this qualification in a German school, the university entrance qualification is your first university degree outside of Germany) and a certified translation if not issued in German or English
- ☐ original certificate of your university degree and a certified translation if not issued in German or English
- ☐ **certificate/s of withdrawal** ("**Exmatrikulationsbescheinigung**") showing all semesters at German universities, if you have been enrolled at a German university before
- ☐ a recent **passport photo** for the chip card, provided with names and address, please **no** scanned photos
- ☐ a copy of your identity card/passport
- ☐ proof of payment of **€ 166,50** (bank statement, **not** carbon copy of credit transfer form); the amount of € 166,50 includes the student union fee of € 84.50 an administrative fee of € 70.00 and a fee for constituted student body of € 12.00. The payment must be made stating the reference "192-B123456789 Name, Firstname Neueinschreibung" (=new registration; Please use your applicant number instead of B123456789) to the account of Ulm University at Sparkasse Ulm, (SWIFT-Code): SOLADES1ULM, IBAN: DE68 6305 0000 0000 0050 50.
- ☐ **Proof of health insurance or exemption** if you have got a private insurance. Proof of a private insurance alone is not sufficient! The exemption can be obtained from any statutory health insurance. No proof of health insurance is necessary if you are over 30 years old.
- ☐ an addressed **envelope**, size DIN C4 (corresponding to size DIN A4)
- ☐ an addressed **postcard**

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:

Please remember in your own interest to address the postcard to be enclosed with your registration application correctly. Only then can we return the postcard to you upon receipt and processing of your application and inform you whether your registration documents are complete or, if not, what further proof you must submit.

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.

For further information please check the **Internet** under: <http://www.uni-ulm.de/studium>

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

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

Your Student Administrative Office wishes you successful and happy studies.