



## Information Form

**ONLY THE GERMAN VERSION OF THIS OFFICIAL FORM IS LEGALLY BINDING. THE ENGLISH VERSION IS SOLELY PROVIDED FOR INFORMATION PURPOSES**

for assessing international students' obligation to pay tuition fees or exemption from tuition fees according to § 5 of the federal state act on tuition fees (Landeshochschulgebührengesetz, LHGebG)

Applicant number:	Student ID number:
Family name:	First name
Date of birth:	Nationality:
Study programme (subject):	Degree sought:
Email address:	

The higher education institutions in the state of Baden-Württemberg charge tuition fees of EUR 1,500 per semester for international students. According to § 3 LHGebG, international students who are not citizens of an EU/EEA country are subject to fees.

As an international student, you are generally required to pay fees. However, the law provides for exceptions and exemptions.

**If one of the exceptions listed below applies to you and you can prove this with the relevant documents and evidence, please send this form by email to (certified copies of evidence must be sent by post):**

[studiengebuehren@uni-ulm.de](mailto:studiengebuehren@uni-ulm.de)

### **Please note:**

**Please mark the appropriate exception and enclose or attach the required supporting documents in the requested form.**

**The certified copies of the supporting documents must be submitted by post. Alternatively, you can submit them in person to the admissions office by prior appointment.**

**Ulm University  
Dezernat II  
Abt. II-1 Zulassung (admissions office)  
Helmholtzstrasse 22  
89081 Ulm, Germany**

☞ **Please state your relevant residence permit:**

- **Spouse or partner or child of an EU/EEA citizen** who enjoys freedom of movement in accordance with Section 3 of the Freedom of Movement Act/EU: Residence card in accordance with § 5 Para. 1 EU Freedom of Movement Act or permanent residence permit-EU (§ 7a Residence Act/EEC).
  - *Please note:* You can obtain a residence card or permanent residence permit-EG on application to the relevant immigration authority.
- **Settlement permit or EU permanent residence permit** (in accordance with Section 5 (1) of the EU Freedom of Movement Act)  
**Supporting documents:**
  - certified copy of the respective residence permit
- **Residence permit § 25 para. 2 AufenthG or settlement permit**  
**Supporting documents:**
  - certified copy of the respective residence permit
- Certificate or entry in the passport regarding the **status as a homeless foreigner** according to HAusIG  
**Supporting documents:**
  - certified copy of the respective residence permit
- **Residence permit according to §§ 22, 23 para. 1, 2 or 4, §§ 23a, 24, 25 para. 1 or 2, §§ 25a, 25b, 28, 37, 38 para. 1 sentence 1 no. 2 or § 104a AufenthG**  
**Supporting documents:**
  - certified copy of the respective residence permit
- **Residence permit according to § 24 AufenthG (until 15 February 2025)**  
**Supporting documents:**
  - certified copy of the respective residence permit
- **Residence permit according to §§ 30 or 32 to 34 AufenthG as the spouse or partner or child of a foreigner with a settlement permit**  
**Supporting documents:**
  - certified copy of the respective residence permit
- **Residence permit according to § 25 para. 3 or 4 sentence 2 or para. 5 or § 31 AufenthG AND confirmation from the immigration authority** that the residence has been legal, authorised or tolerated for at least 15 months without interruption.  
**Supporting documents:**
  - certified copy of the respective residence permit
  - Certificate from the immigration authority confirming at least 15 months of uninterrupted legal, authorised or tolerated residence in Germany.
- **Residence permit as spouse or partner or child of a foreigner with a residence permit in accordance with §§ 30, 32 to 34 and 36a AufenthG AND confirmation from the immigration authority** that the residence has been legal, authorised or tolerated for at least 15 months without interruption.  
**Supporting documents:**
  - certified copy of the respective residence permit



- Certificate from the immigration authority confirming at least 15 months of uninterrupted legal, authorised or tolerated residence in Germany.
  
- o **Passport with note on tolerated stay or certificate of tolerated stay AND confirmation from the immigration authority** of 15 months of permitted and/or tolerated stay.  
**Supporting documents:**
  - certified copy of the respective residence permit
  - Certificate from the immigration authority confirming at least 15 months of uninterrupted legal, authorised or tolerated stay in Germany.
  
- o I have **lived in Germany for a total of five years** and have **worked legally** during this time.  
**Supporting documents:**
  - certified copy of your residence permit for a total of five years during which you have been gainfully employed AND
  - a tabular record or form of your employment with details of the occupation(s) AND
  - income tax assessment notice (minimum EUR 916 per month) for the last five years (60 months) AND
  - confirmation from your employer that you were legally employed.
  
- o **One of my parents has lived in Germany for a total of three years during the last six years before starting my studies and has worked legally during this time.**  
**Supporting documents:**
  - certified copy of the birth certificate and official translation of the birth certificate, certified copy of residence permits of one parent,
  - form with tabular information about the parent's employment and
  - tax assessment notices,
  - if applicable, proof from the employer if current tax assessments cannot yet be submitted.
  
- o I have **already** completed a **bachelor's programme and a master's programme in Germany.**  
**Supporting documents:**
  - certified copies of BOTH German degrees
  
- o I have **already** completed a **state examination or a Diplom or Magister degree in Germany.**  
**Supporting document:**
  - certified copy of the German degree
  
- o I am applying as part of an **exchange programme** (without a degree) / double-degree programme between Germany and other countries.  
**Supporting document:**
  - please return this completed form by email.

**We can only process your application if you submit the above-mentioned documents in the required form. We assume that you are liable to pay fees as an international student unless we receive documents from you that justify an exception or exemption from the obligation to pay fees according to §§ 3 ff LHGebG.**



### **Obligation to cooperate**

Pursuant to § 10 para. 1 sentence 3 LHGebG, you are obliged to immediately report any changes in circumstances that are relevant to the exception or exemption or about any declarations made in connection with the exception or exemption. Ulm University is not obliged to investigate this officially.

**I declare that I have completed this form truthfully and have not altered the pre-printed text.**

**I certify that the information I have entered and the attached/enclosed supporting documents are complete and correct.**

**Failure to comply with the obligation to provide evidence and false statements may result in criminal prosecution.**

**Information on the processing of your personal data and your rights as a data subject can be found at: <https://uni-ulm.de/rechtliche-hinweise/datenschutz/>.**

### **Notes**

#### **Electronic procedure**

Ulm University carries out the procedure for charging tuition fees electronically. In particular, hearings, notifications and decisions relating to the charging of fees as well as the notification of administrative acts (notices) are carried out electronically.

#### **Duration of the exemption from the obligation to pay fees for international students**

If you are not liable to pay tuition fees on the basis of your residence permit, this only applies provisionally for the duration of the validity of your residence permit. Submit a new information form and a certified copy of the updated residence permit immediately after your residence permit expires. Please observe the re-registration deadlines. You can only re-register free of tuition fees once the form has been submitted and processed. We therefore recommend that you submit the follow-up form for the summer semester before 1 February and for the winter semester before 1 August.

#### **Reimbursement**

The reimbursement of tuition fees already paid may be considered in particular

- if the conditions for a statutory exemption already existed at the time of enrolment or re-registration, but could not be proven through no fault of your own,
- if the conditions for a statutory exemption are met within one month of the start of the lecture period and you claim them immediately within the month.

#### **Translations**

Documents are accepted in German or English.

Translations must be carried out by a sworn or authorised or publicly appointed translator. The translation must be submitted to the University with the translator's original stamp and signature.

#### **Further information**

Further information on tuition fees can be found at:  
<https://www.uni-ulm.de/index.php?id=88657>