

# Arrival Checklist

This checklist contains all administrative steps you need to handle in the coming weeks.

Whenever you have an appointment:

- please make sure to be on time
- please bring along all documents required

## 1) Registration at Registration Office

Required Documents Registration:

- Original passport and visa
- **“Wohnungsgeberbestätigung”** (To be signed by your landlord. If you live in a dormitory, you will find this document among the documents around your rental contract the senior handed to you.)

Address Registration Office:  
Olgastraße 66, 89073 Ulm

Important: You can only enter the Registration Office with an appointment. Unfortunately, the website is in German. Here are the steps you need to take:

Visit the website [www.ulm.de/mb](http://www.ulm.de/mb)

Step 1: Click “Melde- und Ausweiswesen”

Step 2: Click “Wohnsitz (An-, Um-, Abmelden)”, select 1 Person in section “Wohnsitz Anmeldung bei Zuzug nach Ulm” and click button “Weiter”  
- Click “Benötigte Unterlagen” and then OK

Step 3: Click “Bürgerdienste auswählen”

Step 4: Choose and click on a day and time that is convenient for you.

Step 5: Enter your personal information:

“Vorname” = first name

“Nachname” = last name

E-mail

“E-mail bestätigen” = confirm your email address/ write your email once more

- Click “Datenschutzerklärung”

- Click “Reservieren”

## 2) Deutschlandticket

The DING semester ticket (an individual season ticket for one semester) ended in WS 2023/24! The following variants of the Deutschlandticket are now available to all students in the DING area:

- D-Ticket JugendBW (until the age of 27):  
365 € per year, the minimum subscription period is one year. After that, the annual subscription can be cancelled flexibly at the end of each month.  
The D-TICKET JugendBW has the *same* territorial and content-related validity as a "normal" D-TICKET: it is valid throughout Germany on all local transport operated by the participating transport associations and transport companies, but not on long-distance transport (e.g. ICE, IC/EC, Flixbus)
- D-Ticket: 49 € per month

All these tickets can be ordered online from the SWU at [www.mein-fahrschein.swu.de](http://www.mein-fahrschein.swu.de) or from the RAB at [www.ding-abo.de](http://www.ding-abo.de). This means that tickets can no longer be purchased on site at university.

## 3) Bank Account

Required Documents:

- Certificate of enrolment or admission letter (if certificate of enrolment is not issued yet)
- Passport

In order to open a bank account, you need to make an appointment at a bank branch, such as for example:  
<https://www.sparkasse-ulm.de/en/home/service/kontakt.html?n=true&stref=hnav>

The website should be displayed in English, but just in case the translation does not work sufficiently, here are the most important terms on the website:

- "Was möchten Sie tun?" → "What is your request?" You need to choose "Beratungstermin vereinbaren"
- "Sind Sie bereits Kunde?" → "Are you already a client?" Choose "Nein"
- "Persönliche Angaben" → "Personal information" Put in your information like you did before for your appointment at the city hall.
- "Wunschtermin" → "Requested Date"
- "Uhrzeit – von" and "Uhrzeit – bis" → Time from and until you are available
- "Beratungsort" → Which branch you would like to visit. Choose "Ulm-Zentrum"
- "Wie möchten Sie Ihre Terminbestätigung erhalten?" → "How would you like to receive your appointment confirmation?" Choose E-mail.
- "Zu welchen Themen möchten Sie beraten werden?" → "On which topics would you like to be advised?" Write a short message that you are an international student from Ulm University and would like to open a bank account.

Fill in all the required fields and tick the box at the end before you continue.

You can also choose a different bank, like the Volksbank:

<https://www.vr.de/privatkunden/unsere-produkte/was-ist-ein-girokonto/konto-eroeffnen.html>

#### 4) Health Insurance

Before the start of the lecture period, there will be a session on health insurance in Germany on 09 October, 2024 as part of the orientation program. Please make sure to attend it and wait until then to sign up for health insurance. In case you already took out health insurance via Expatrio (<https://www.expatrio.com/living-germany/cities/ulm/ulm-university>) we still strongly recommend you to join this session as it will provide a lot of important information around this topic.

For more information about the health insurance system in Germany as well as how to apply for it the following link might also be interesting for you:

<https://www.schengenvisa.info.com/europe-travel-insurance/germany/health-insurance-international-students-germany/>

#### 5) Enrolment

Apply for enrolment in our campus portal: <https://campus4.uni-ulm.de>

Please check information sheet on documents required for enrolment:

<https://www.uni-ulm.de/en/study/application-and-enrolment/immatrikulationsinformation-campus-portal/>

Deadline for enrolment is 7 October, 2024.

#### 5) Rental Contract

Have a look at the landing page. You will find a detailed explanation on how to proceed with the documents around your rental contract you received from your senior upon arrival.

#### 7) Residence Permit („Elektronischer Aufenthaltstitel“)

Required Documents:

- Passport
- Up-to-date biometric photograph
- Proof of health insurance (health insurance card or application is not sufficient)
- Proof of income (bank statement showing app. 8640.00€), scholarship or letter of commitment
- Application in person (recording of fingerprints)
- Recent enrolment certificate
- People who are allowed to enter Germany without visa (Andorra, Australia, Brazil, Honduras, Israel, Japan, Canada, Monaco, New Zealand, San Marino, South Korea, USA): "4-Seiten-Antrag"

Address Foreigners' Office:  
Olgastraße 66, 89073 Ulm

**Important: From 15 January 2024 access to the Foreigners' Office in Ulm is possible without appointment (there may be long waiting times).** If you prefer to book a binding appointment at a fixed time,

appointments can be booked on Mondays between 2 and 4 pm via the online booking system ([www.ulm.de/mb](http://www.ulm.de/mb) and select 'Ausländerbehörde').

## 8) **Save the Date**

**Participation in this Orientation Programme is highly recommended for all students.**

- **07 until 08 October, 2024 (for details please see <https://stuve.uni-ulm.de/fin/en/master-ese>)**  
Two-day orientation offered by the student union (so-called Fachschaft).  
It comprises a potpourri of important information and will be of great help to become familiar with campus life, your new classmates etc.
- **09 until 10 October, 2024 (for details please see <https://www.uni-ulm.de/en/io/international-office/international-activities/international-student-support-initiatives/welcome/>)**  
Orientation program offered by the International Office and your program coordination where you get helpful information from the International Office, Studierendenwerk Ulm, ASSIST, health insurance, our library and a lot more.
- **14 October, 2024 in the morning (details will follow via our mailing list)**  
Official Semester Opening
- **14 October 2024 (details will follow via our mailing list):**  
Introduction to the master's programme Cognitive Systems

*Please note that the above two websites are still under construction.*