4.1 Registration Office/Foreigners Registration Office

All residents in Germany are required by law to register at the registration office of the town they move to within two weeks after arrival.

<table>
<thead>
<tr>
<th>Living in</th>
<th>Register at</th>
</tr>
</thead>
</table>
| **Ulm** registration, visa issue | **Stadt Ulm (Bürgerdienste)**  
Kornhausplatz 4, 89073 Ulm  
☎ +49 (0)731/1613334 (Aliens Authority)  
☎ +49 (0)731/1613322 (common questions)  
**Mon - Fri:** 8.00 a.m. - 12.30 p.m.  
**Mon:** 2.00 p.m. - 4.00 p.m., **Thu:** 2.00 p.m. - 6.00 p.m  
**Wed:** closed |
| only registration | **Bürgerdienste - Service Center Neue Mitte**  
Neue Straße 79, 89073 Ulm  
☎ +49 (0)731/161-0  
**Mon - Fri:** 9.00 a.m. - 6.00 p.m.  
**Sat:** 9.00 a.m. - 2.00 p.m. |

Students coming from Non-EU-countries have to show their temporary visa and apply for the electronic residence permit (eAT) in addition to the registration. This can be done at the same office.

| **Neu-Ulm** registration | **Bürgerbüro der Stadt Neu-Ulm**  
Petrusplatz 15, 89231 Neu-Ulm  
☎ +49 (0)731/70507340  
**Mon and Tue:** 8.00 a.m. - 5.00 p.m.  
**Wed and Fri:** 8.00 a.m. - 1.00 p.m.  
**Thu:** 8.00 a.m. - 6.00 p.m.  
**Sat:** 9.00 a.m. - 12.00 p.m. |

Non-EU members must register at the Bürgerbüro and apply for the electronic residence permit at the Landratsamt.

| visa issue | **Landratsamt Neu-Ulm**  
Kantstraße 8, 89231 Neu-Ulm  
☎ +49 (0)731/7040-0  
**Mon - Wed, Fri:** 7.30 a.m. - 12.30 p.m.  
**Thu:** 7.30 a.m. - 5.30 p.m. |

| **outside Ulm or Neu-Ulm** | Register at the city hall of the city you live in or ask there for the procedure. You can also check the information on the webpage of your city. |
AUTHORITIES AND INSURANCES

DOCUMENTS YOU HAVE TO PRESENT TO REGISTER AT THE LOCAL REGISTRATION OFFICE

- Valid identity card (EU-citizens)/passport (Non-EU-citizens)
- Confirmation of enrollment or the admission to study (in this case you have to show your confirmation of enrollment later on)
- Confirmation from the landlord renting a flat/apartment (Wohnungsgeberbestätigung)
- Data of marriage partners

You also need to complete a form to apply for a residence permit in Ulm and Neu-Ulm. The forms are available at the International Offices or at the Bürgerdienste Ulm and the Landratsamt Neu-Ulm.

When you return to your home country you have to unregister at the same office where you registered upon arrival in Ulm/Neu-Ulm within two weeks. You can unregister at the earliest one week before you move out. Even if you move to another address in Ulm/Neu-Ulm you have to present the Wohnungsgeberbestätigung about your move in into your new residence to the Bürgerdienste/Bürgerbüro in Ulm or Neu-Ulm.

➢ If you are a degree seeking student in your first semester (Ersteinschreibung) and registering in Ulm for the first time (Hauptwohnsitz), you will be given one free Semester Ticket (for public transportation) from the city.

You will find more information about Semesterticket in chapter 7 on page 40.

DOCUMENTS YOU HAVE TO PRESENT TO APPLY FOR ELECTRONIC RESIDENCE PERMIT

You will have to apply for your electronic residence permit personally and at least 4 to 6 weeks before your temporary visa expires. When living in Ulm, you will have to go to the Einwohnermeldeamt – Abteilung Melde- und Ausländerwesen (Kornhausplatz 4, 89073 Ulm), when living in Neu-Ulm, please go to the Landratsamt - Ausländerbehörde (Kantstraße 8; 89231 Neu-Ulm). In order to apply for the electronic residence permit your fingerprints must be stored.
Please bring the following documents:

- 2 passport sized biometric photographs
- Your passport
- Neu-Ulm: your confirmation of registration
- Proof of health insurance
- Proof of financial means (e.g. a confirmation of your scholarship or a statement from your parents documenting how much alimony they pay to you monthly, but at least 670,00 €) or respectively statement of bank account

**Charges:**
100 € for extension 80 € (except scholarship holders of German public institutions)

### 4.2 Health Insurance

**Compulsory Health Insurance**

- All students in Germany must have a health insurance (from a private or a public health insurance company). Without valid health insurance you cannot matriculate at any university in Gemany!
- The monthly rates for students since January 2015 are made up of a standard basic amount, a private nursing insurance amount and an individual amount, that is defined by the health insurance company. Therefore the amount students pay varies slightly – depending on the extended amount of their health insurance company. On average, the health insurance contribution is about 90 €.
- Exceptions:
  - Students who have attained the age of 30
  - Students who have already completed their 14th semester
  - Doctoral students
  - Students who work additionally more then 20 hours per week
  - Students, who are entitled to the family health insurance (till age of 25 years some students are included to the parental health insurance; married students: only one of the marriage partners needs to pay the health insurance, the spouse is entitled then to the family health insurance)