



## Information Form for International Students

to establish whether the obligation to pay tuition fees according to section 5 of the Act on Fees in Higher Education of the Land of Baden-Württemberg (Landeshochschulgebührengesetz, LHGebG) applies

Application ID/Student ID number:		
Last name:		
First name:		
Date of birth:	E-mail:	
Subject (program of study):		
Degree:	<input type="checkbox"/> bachelor's	<input type="checkbox"/> master's
Nationality:		

From the fall/winter semester 2017/18 onwards, higher education institutions in Baden-Württemberg will be charging tuition fees of EUR 1,500 per semester for international students. According to section 3 LHGebG, international students who are not citizens of an EU or EEA country have to pay tuition fees.

As an international student, you are generally obliged to pay tuition fees. However, the act includes certain exceptions where international students who fulfill the required criteria are not obliged to pay tuition fees. If the exception criteria apply to you and you provide the necessary documents of proof in due time before enrollment or re-registration, you do not have to pay tuition fees.

**Only print out and fill in this form if one of the following exceptions applies to you. Please submit the form and the required documents of proof to Hochschule Ulm, Prittwitzstr.10, D-89075 Ulm by 15.1.2019.**

- I hold a **residence permit for Germany**, not only for study purposes but also for **family-related reasons** (e. g. spouse, life partner or child of a German citizen, an EU/EEA citizen or a foreigner with a settlement permit), **as I had to flee from my homeland** or I hold a **permanent residence permit** for other reasons.

**Proof:**

- Notarized copy of the residence permit,
- if necessary: notification from the foreigner's office indicating an uninterrupted legal, permitted or temporarily admitted stay in Germany of at least 15 months.

**Please indicate which type of residence permit you have been issued:**

- Section 5 subsection 1 sentence 1 LHGebG: **Spouse of life partner or child of an EU/EEA citizen** who enjoys freedom of movement according to section 3 of the Freedom of Movement Act/EU: Residence card according to section 5 subsection 1 of the Freedom of Movement Act/EU or a permanent European Community residence permit (section 7a of the Residence Act/EEC)  
*Please note:* The residence card or permanent European Community residence permit is issued by the responsible foreigner's office upon request.
- Section 5 subsection 1 sentence 2 LHGebG: **Settlement permit** or permanent **EU residence permit** (according to section 5 subsection 1 Freedom of Movement Act/EU)
- Section 5 subsection 1 sentence 3 LHGebG: **Residence permit** according to section 25 subsection 2 AufenthG or **settlement permit**
- Section 5 subsection 1 sentence 4 LHGebG: Certificate or passport entry certifying the status as a stateless foreigner
- Section 5 subsection 1 sentence 5 LHGebG: **Residence permit** according to section 22, section 23 subsection 1, 2 or 4, section 23a, section 25 subsection 1 or 2, sections 25a, 25b, 28, 37, section 38 subsection 1 sentence 1 number 2 or section 104a AufenthG
- Section 5 subsection 1 sentence 5 LHGebG: **Spouse/life partner/child of a foreigner with settlement permit**, with residence permit according to sections 30 or 32 to 34 AufenthG
- Section 5 subsection 1 sentence 6 LHGebG: **Residence permit** according to section 25 subsection 3 or 4 sentence 2 or subsection 5 or section 31 AufenthG AND a confirmation from the foreigner's office indicating an uninterrupted legal, permitted or temporarily admitted stay of at least 15 months.
- Section 5 subsection 1 sentence 6 LHGebG: **Spouse/life partner/child of a foreigner with residence permit** according to sections 30 or 32 to 34 AufenthG AND a confirmation from the foreigner's office indicating an uninterrupted legal, permitted or temporarily admitted stay of at least 15 months.
- Section 5 subsection 1 sentence 7 LHGebG: **Passport entry or certificate confirming the temporary suspension of deportation** AND a confirmation from the foreigner's office indicating a permitted or temporarily admitted stay of 15 months
  
- Section 5 subsection 1 sentence 8 LHGebG: **I have been in Germany for at least five years in total and have been legally employed.**  
**Proof:**
  - Employment verification form AND
  - tax assessment notices
  - proof from the employer (if current tax assessment notices are not yet available)
  
- Section 5 subsection 1 sentence 9 LHGebG: **One of my parents has resided and worked legally in Germany for three of the six years before my program of study started.**

**Proof:**

- Notarized copy and official translation of the birth certificate
- employment verification form completed by the parent AND
- tax assessment notices
- proof from the employer (if current tax assessment notices are not yet available)

- Section 5 subsection 1 sentence 10 LHGebG: **I have already obtained a bachelor's AND a master's degree in Germany.**

**Proof:**

- Notarized copies of **BOTH** German degree certificates

- Section 5 subsection 1 sentence 10 LHGebG: **I have already obtained a state examination degree or a Diplom degree or a Magister degree in Germany.**

**Proof:**

- Notarized copy of the German degree certificate

**Please note:** Please send the signed form and the necessary documents by **15.1.2019** via mail or e-mail to:

Hochschule Ulm  
Prittwitzstr. 10  
D-89075 Ulm

e-mail: [ssc@hs-ulm.de](mailto:ssc@hs-ulm.de)

Your application can only be taken into account if the forms and documents were submitted as required. If you do not submit the necessary forms and documents which prove that the criteria for an exception are fulfilled according to section 5 of the LHGebG, we will assume that you are obliged to pay the tuition fees for international students.

**Obligation to cooperate:**

You are obliged to immediately disclose any changes relevant for the fulfillment of the exception criteria, the exemption from or the reduction of tuition fees, or which have been object of declarations relevant for the fulfillment of the exception criteria, the exemption from or reduction of tuition fees.

**I declare that the information provided in this form is correct, and that I have not altered the form in any way.**

\_\_\_\_\_  
City, Date

\_\_\_\_\_  
Signature

## **Information**

### **Electronic procedure**

At Hochschule Ulm the process of collecting fees is carried out electronically. In particular, information on hearings, notifications and decisions issued in regard to the collection of fees as well as official notifications are issued electronically.

### **Duration of the exception**

If your residence permit means that you are not obliged to pay tuition fees, this exception shall be valid for the duration of your residence permit. Please submit this form again, along with a notarized copy of the new residence permit, as soon as your current residence permit expires. Please also adhere to the re-registration deadlines. You may only re-register without having to pay tuition fees if your updated form and the notarized documents have been submitted and processed. We therefore ask you to please submit the form and the documents before 15 February for the spring semester/summer semester and before 15 August for the fall semester/winter semester.

### **Payment of separate fees for enrollment and re-registration**

Please note that even if you are not obliged to pay tuition fees for international students, you still have to pay enrollment or re-registration fees: Studierendenwerk fee, administration fee, fee for the student body representative committee (Verfasste Studierendenschaft).

### **Reimbursement**

Tuition fees, which have already been paid, may be reimbursed, in particular,

- if you fulfilled the exception criteria before enrollment or re-registration but were not able to provide the necessary documents of proof through no fault of your own,
- if you qualify for an exception according to the relevant legal regulations within one month of the lecture period beginning.

### **Notarized copies**

Notarized copies have to be notarized by municipal authorities (e. g. city hall, citizens service office) or a notary. Documents notarized by other entities (e. g. AStA, health insurance provider) will not be accepted.

### **Translations**

Translations have to be produced by a sworn translator. The translation has to be submitted to the higher education institution bearing the original stamp and signature of the translator.

### **Further details**

Further information on tuition fees can be found at

[https://studium.hs-ulm.de/de/Seiten/News\\_Studiengebuehren.aspx](https://studium.hs-ulm.de/de/Seiten/News_Studiengebuehren.aspx)

In case of further questions, please do not hesitate to contact the SSC team, e-mail:

[ssc@hs-ulm.de](mailto:ssc@hs-ulm.de)