



Information Request Form

for the assessment of international students regarding obligatory tuition or exemption from tuition

Pursuant to § 5 of the State University Tuition Act (LHGebG)

Applicant number/student ID number:		
Name:		
First name:		
Date of birth:	Email:	
Subject (study program):		
Graduation:	<input type="checkbox"/> Bachelor	<input type="checkbox"/> Master
Nationality/nationalities:		

From the winter semester 2017/18 onwards, the universities in the state of Baden-Württemberg have charged tuition for international students, amounting to EUR 1,500 per semester. As an international student, you shall generally be subject to tuition. According to § 3 LHGebG, you shall belong to the group of international students if you are not a citizen of an EU/EEA country.

However, the law provides for exceptions, in which cases international students shall be exempt from tuition. If you fulfil these requirements and can provide us with evidence by means of appropriate documents in good time before enrolment or re-registration, you shall not have to pay the tuition for international students.

There shall not be any exception if the sojourn has only been granted for the purpose of studying. If you have another residence permit, e.g., for family reasons as a spouse, life partner, or child of a German citizen, EU/EEA citizen, or of a foreigner with a settlement permit, or if you have a residence permit as a refugee from your home country or a permanent residence permit, you can apply for such an exception.

Only if one of the exceptions mentioned above applies to you, please print out this form, answer the questions listed below, and submit this form and a certified copy of your residence permit, as well as, if necessary, any further evidence, to Ulm University of Applied Sciences, Prittwitzstr.10, D-89075 Ulm, by the application deadline (winter semester: Jan 15, summer semester: July 15). You can also submit the application by email to: gebuehren@thu.de

Please indicate the reason or type of your residence permit.
In most cases, this shall be indicated on your residence permit card.

- ┌ (1): **Spouse or life partner or child of an EU/EEA citizen** entitled to freedom of movement in accordance with § 3 of the Freedom of Movement Act/EU. Evidence: Residence permit card pursuant to § 5 sec 1 of the EU Free Movement Act or permanent residence permit EC (§ 7a AufenthG (Residence Act)/EEC). *Note:* You can obtain the residence permit card or the permanent residence permit EC upon application at the competent foreigners' registration office.
- ┌ (2): **Settlement permit** or permanent residence permit EU (pursuant to § 5 sec 1 of the EU Freedom of Movement Act).
- ┌ (3): Refugees **who have been recognized abroad** and are entitled to sojourn in Germany not only temporarily. Evidence:

 - Entry in the passport or passport replacement or travel document
 - Residence permit or settlement permit
- ┌ (4): Certificate or entry in the passport of the status as a **homeless foreigner**.
- ┌ (5.1): **Residence permit** pursuant to § 22, § 23 sec 1, 2 or 4, § 23a, § 24, § 25 sec 1 or 2, § 25a, § 25b, § 28, § 37, § 38 sec 1 phrase 1 no. 2, or § 104a AufenthG.
- ┌ (5.2): **Spouse/life partner/child of a foreigner with a settlement permit** who themselves hold a residence permit according to § 30 or § 32 to 34 AufenthG.
- ┌ (6.1): **Residence permit** according to § 25 sec 3 or 4 phrase 2 or sec 5 or § 31 AufenthG AND confirmation by the foreigners' registration office that the sojourn has been legal, permitted or tolerated for at least 15 months without interruption.
- ┌ (6.2): As a **spouse/life partner/child of a foreigner with** a residence permit who themselves hold a residence permit pursuant to § 30, § 32 to 34 and § 36a AufenthG AND evidence that the sojourn has been legal, permitted or tolerated for at least 15 months without interruption.
- ┌ (7): Passport or certificate **stating suspension of deportation AND evidence that the sojourn has been permitted and** /or tolerated for more than 15 months.
- ┌ (8): You resided for **a total of five years in Germany** and worked legally. Evidence:

 - Form indicating professional activity AND tax assessments
 - Evidence issued by employer (if current tax assessments are not yet available).
- ┌ (9): One of your parents resided for a total of three years in Germany during the last **6 years before** you started your studies, and worked legally.
Evidence:

 - Certified copy and official translation of the birth certificate
 - Form indicating professional activity of one parent AND tax assessments
 - Evidence issued by employer (if current tax assessments are not yet available).

- ┌ (10.1): I already completed a **Bachelor's AND a Master's degree in Germany**. Evidence:
Certified copies of **both** German degrees
- (10.2): I **already** completed a state examination or a diploma programme in Germany.
Evidence:
Certified copy of the German degree
- ┌ (11.1): I am a citizen of Switzerland and I am employed, or one parent / both parents are employed in Germany.
- ┌ (11.2): I am a citizen of Turkey and I am duly living with my parents in a member state of the European Community, where my parents are / were duly employed. Evidence:
- Certified copy of the birth certificate
 - Registration certificate of the parents and of the student
 - Residence permit of the parents allowing employment, and evidence of employment

Note: You can always submit photocopies or scanned documents for the application. At the latest at the time of enrolment, you shall provide the original documents or certified copies of the evidence.

Your application cannot be processed without submission of the indicated documents in the required form. If we have not received any documents from you by the above-indicated application deadline, giving evidence that you can be exempt from obligatory tuition pursuant to § 5 LHGebG, we shall assume that you are subject to tuition as an international student.

Obligations to cooperate: You shall notify us immediately if any changes in the circumstances have occurred that are significant for the exception, exemption or reduction, or on which declarations have been made in connection with the exception, exemption or reduction.
I declare that I filled out this form truthfully and that I did not alter the pre-printed text.

Place, date

Signature

Duration of the exemption from obligatory tuition for international students

If you are not subject to tuition due to your residence permit, this shall only apply for the duration of the validity of your residence permit. Please submit a certified copy of the new and updated residence permit immediately after the expiry of this residence permit. Please note the re-registration deadlines. The re-registration without tuition shall only be possible after the form has been submitted and processed. We therefore recommend that you submit the follow-up form for the summer semester before February 15, and for the winter semester before August 15.

Payment of additional enrolment or re-registration fees

Please note that the following fees shall be payable for enrolment or re-registration even if you are exempt from tuition for international students: Student Services contribution, administration fee, contribution to the constituted student body.

Reimbursement

Reimbursement of already paid tuition shall be possible particularly if:

- the requirements for a statutory exemption had already been fulfilled before enrolment or re-registration, but could not be proven without your fault,
- the requirements for a statutory exemption have occurred within one month after the beginning of the lecture period.

Certified copies

Certified copies shall be authenticated by public authorities such as municipal offices (e.g., town hall, citizen's office) or notaries. Certified copies authenticated by other bodies (e.g., church associations, health insurance company) shall not be accepted.

Translations

Translations shall be made by a sworn or authorized or publicly appointed translator. The translation shall be submitted to the university with the original stamp and signature of the translator.

Electronic procedure:

The university conducts the collection of fees/tuition electronically. Especially hearings, notifications and decisions relating to the fees/tuition, as well as the announcement of administrative acts (decisions) shall be conducted in digital form.

For more information:

For more information on tuition, click here:

https://studium.hs-ulm.de/de/Seiten/News_Studiengebuehren.aspx

If you have any questions, please contact our SSC team: gebuehren@thu.de

Nov 23, 2022
SSC/Vo