Application for Enrollment for Winter Semester 2021/2022

Please submit this enrollment form along with the required documents to the Student Registry by the enrollment deadline (see page 6).

This section is completed by the Student Registry:

<table>
<thead>
<tr>
<th>Re-enrollment</th>
<th>no</th>
<th>yes</th>
<th>Late fee</th>
<th>no</th>
<th>yes</th>
</tr>
</thead>
</table>

Student ID number | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ |__
Health insurance:

Insurance status according to certificate by your health insurance company (enrollment must be denied if you fail to present the correct certificate):

Prior to enrollment (including re-enrollment), you must always obtain a current certificate from your health insurance company for enrollment at a higher education institution (see notes on page 6), stating your insurance status as a student. This applies regardless of age and the number of program-related semesters you have completed!

Your chip card or a simple membership confirmation are not sufficient! If you have questions about this issue, please contact a statutory health insurance company for advice.

Students with private health insurance should seek advice in good time from a statutory health insurance company regarding a certificate of exemption, as this must be proven for enrollment.

Please check as applicable based on what is stated on your health insurance certificate:

- I have health insurance.
- I am exempt or have been exempted from health insurance or am not obliged to hold health insurance.

Degree programs: (Please use the codes provided in the enclosed code directory “Degrees and Programs”)

<table>
<thead>
<tr>
<th>Type of program: First degree</th>
<th>Second degree</th>
<th>Consecutive master’s degree</th>
<th>Doctoral studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Degree program</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Intended degree</td>
<td></td>
<td></td>
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<tr>
<td>Discipline</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program-related semester</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd Degree program (Only to be completed if you wish to pursue a second degree program.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intended degree</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Program-related semester</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Right to vote (Only complete if you enroll in multiple degree programs; in this case, name the major in which you wish to exercise your right to vote.)

<table>
<thead>
<tr>
<th>Academic bodies (e.g. Senate)</th>
<th>Degree program no.</th>
<th>Discipline no.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student bodies (e.g. student councils, Student Parliament)</td>
<td>Degree program no.</td>
<td>Discipline no.</td>
</tr>
</tbody>
</table>

Have you previously been enrolled at a German or foreign higher education institution?

- No
  - If you have not previously been enrolled at a German or foreign higher education institution, the enrollment form is already complete at this point. You only need to add the date and your signature on page 4 of the form, and you’re done!

- Yes
  - If your first enrollment was at a higher education institution in Germany, please proceed with the item “First enrollment in Germany”; otherwise continue with “First enrollment outside Germany.”

Have you previously been enrolled at the University of Bonn?

- No
  - If you have not previously been enrolled at the University of Bonn, the enrollment form is already complete at this point. You only need to add the date and your signature on page 4 of the form, and you’re done!

- Yes
  - Semester of your first enrollment at Bonn __________ | __________ | __________ | __________ | __________ | __________ | __________ | __________ | __________ | __________ | (e.g. SuSe 21)

First university enrollment in Germany:

If your first university enrollment was in Germany, please provide the vehicle registration code of the city in which your first higher education institution was based: __________ | __________ | __________ | (e.g. Cologne = K)

Then check which type of higher education institution you attended:

- Research University
- University of Applied Sciences
- Technical University
- University of Education
- University of Music
- GH/UG Gesamthochschule/Distance-Learning University
- U2 Sport University
- KU Church-sponsored University
- University/Academy of Arts
- Other (please specify) __________

Please provide the semester of your first enrollment in Germany: __________ | __________ | __________ | __________ | __________ | __________ | __________ | __________ | __________ | __________ | (e.g. SuSe 21)

University semesters __________ | __________ | __________ | __________ | __________ | __________ | __________ | __________ | __________ | __________ | (e.g. up to and including WiSe 21, incl. all semesters spent at a German higher education institution)

Semesters on leave __________ | __________ | (all previous semesters)

Clinical semesters (Medicine only) __________ | __________ | __________ | __________ | __________ | __________ | __________ | __________ | __________ | __________ | (e.g. up to and including WiSe 21, incl. all previous clinical semesters completed after the first part of the medical examination.)

Semesters spent at a Studienkolleg or in German language courses __________ | __________
If you have already earned a university degree in Germany:

I have already passed a final university examination.

Name of higher education institution: ________________

Type of higher education institution:
- [ ] Research University
- [ ] Church-sponsored University
- [ ] Sport University
- [ ] University of Applied Sciences
- [ ] University/Academy of Arts
- [ ] Technical University
- [ ] University for Public Administration
- [ ] University of Music
- [ ] University/Academy of Arts
- [ ] Gesamthochschule/Distance-Learning University
- [ ] Other

Internal examination (= Uni Bonn) [ ]

Examination place: ________________

Type of examination: [ ] Internal examination [ ] External examination

passed [ ]

failed [ ]

The examination was held in the __________ program-related semester. (Please enter the program-related semester in which you completed your final examination.)

Degree: ________________

1st examination subject: ________________

2nd examination subject: ________________

3rd examination subject: ________________

Date of examination: ________________ (DD/MM/YY)

Grade earned in the final examination: [ ] 0 With honors [ ] 1 Very good [ ] 2 Good [ ] 3 Satisfactory [ ] 4 Sufficient [ ] 7 Fully satisfactory [ ] 8 Pass (no grade)

If your first enrollment was in Germany and you interrupted your studies to study abroad, please provide the following information:

1st country of study abroad: ________________

Duration of study abroad in months: ________________

Start date: ________________ (DD/MM/YY)

End date: ________________ (DD/MM/YY)

Type of stay abroad: [ ] University study [ ] Internship [ ] Other

Mobility program: [ ] EU program (Erasmus) [ ] International / national program [ ] No program, self-organized

2nd country of study abroad: ________________

Duration of study abroad in months: ________________

Start date: ________________ (DD/MM/YY)

End date: ________________ (DD/MM/YY)

Type of stay abroad: [ ] University study [ ] Internship [ ] Other type

Mobility program: [ ] EU program (Erasmus) [ ] International / national program [ ] No program, self-organized

First university enrollment outside Germany:

If your first university enrollment was outside Germany, please provide the vehicle registration code of the country in which your first higher education institution was based: ________________

(e.g. F = France)

Please provide the semester of your first enrollment outside Germany: ________________ (e.g. SuSe 21)
If you have already earned a university degree outside Germany:

I have already passed a final examination at a higher education institution outside Germany:

no ❑ yes ❑

**Date of degree completion** | | | | | | (DD/MM/YY)

**Degree** | | | | | | | | | | | | | | | | (e.g. Diplom, Magister, doctorate, master’s, etc.)

**1st examination subject** | | | | | | | | | | | | | | | | | (must always be provided)

**2nd examination subject** | | | | | | | | | | | | | | | | | (e.g. for Magister degrees)

**3rd examination subject** | | | | | | | | | | | | | | | | | (e.g. for Magister degrees)

**Date of examination** | | | | | | (DD/MM/YY)

**Grade earned in the final examination** (Please check as applicable!)

0 With honors ❑ 1 Very good ❑ 2 Good ❑

3 Satisfactory ❑ 4 Sufficient ❑ 7 Fully satisfactory ❑

8 Pass (no grade) ❑

**Country of degree** | | | | | | (e.g. F = France)

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**Interruptions of study:**

You have interrupted your studies if, after beginning your university studies in Germany, you were not enrolled in your principal degree program at a German higher education institution for at least one semester. You only have to list interruptions of study in the same degree program in Germany (semesters on leave or semesters spent abroad during which you continue to be enrolled at a German higher education institution are not considered interruptions of study; neither are university transfers and/or changes in degree programs without interruption semesters within Germany).

**Number of interruption semesters:** | | | (e.g. 2)

**Reasons for interrupting your studies:**

Stay abroad ❑ Work ❑ Voluntary service ❑ Childcare ❑ Illness ❑ Maternity leave / parenting ❑ Internship in Germany ❑ Other family-related reasons ❑

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**Declaration**

- I have been advised that I must pay the semester fee immediately upon receiving the bank details via email, sent by the Student Registry, after the enrollment documents have been processed.
- I agree to the generation of a unique Uni-ID, an email address, and an initial password for using the University of Bonn’s electronic services. I have read and accept the current terms and conditions of using University IT. [https://www.hrz.uni-bonn.de/de/das-hrz/profil/benutzungsregelung](https://www.hrz.uni-bonn.de/de/das-hrz/profil/benutzungsregelung).
- I understand that the University of Bonn uses electronic services to register for examinations and I agree to this procedure. Furthermore, I acknowledge that I am obliged to use only the university e-mail address assigned to me when communicating with institutions of the University of Bonn, in particular with examination offices and examination committees, as well as with the Student Registry, and to retrieve e-mails from my university e-mail account without delay.
- I declare that I have not terminally failed any examination (preliminary, intermediate, main, or final examination) required in the academic discipline for which enrollment is requested. This applies accordingly to related or comparable degree programs insofar as this is stipulated in examination regulations. In addition, I have not forfeited eligibility for credit that is required by the examination regulations for continuation in the program. I have obtained information about this from the relevant examination authority before enrolling.
- I am not enrolled as a student at another German university; neither am I requesting enrollment as a cross-registered student.
- I have been advised that admission to a master’s degree program based on an interim report without a documented bachelor’s degree is only granted provisionally and that enrollment in such a program is also provisional until proof of graduation is provided. I accept that I can only continue my studies in the master’s degree program at the University of Bonn beyond the first semester if I provide proof of having completed the bachelor’s degree to the relevant master’s admission office by the end of this first semester. The above information is complete and true. I am aware that false statements will result in the withdrawal of my admission or enrollment.

**Date:** ______________________ **Signature:** ____________________________________________
Dear applicant:

This information sheet contains information on enrollment forms and deadlines. The attached code directory contains the codes for the degree programs offered at the University of Bonn.

For enrollment, please send the printed and completed application for enrollment by letter mail to the Student Registry.

The data required for enrollment are collected on the legal basis of the enrollment regulations of the University of Bonn. They are subject to the Data Protection Act of the State of North Rhine-Westphalia and the EU General Data Protection Regulation.

Before enrolling, please inform yourself about current academic offerings and permissible subject combinations. More information is available from the Central Study Advisory and Counseling Service, the subject-specific study advisory services, and our website: www.bewerberportal.uni-bonn.de.

Information on maternity protection and leave of absence can be found at https://www.uni-bonn.de/de/universitaet/chancengerechtigkeit/familiengerechte-hochschule/studium-und-familie/mutterschutz.

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<table>
<thead>
<tr>
<th>Enrollment deadlines</th>
<th>see letter of admission</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>For degree programs with local admission restrictions (candidates who obtained their university entrance qualification in Germany/EU/EEA)</strong></td>
<td>Important note: The letter of admission becomes invalid if enrollment is not made within the period specified therein.</td>
</tr>
<tr>
<td><strong>For undergraduate programs without admission restrictions (candidates who obtained their university entrance qualification in Germany/EU/EEA)</strong></td>
<td>The enrollment deadline you can find in the portal notification under your request in the web portal. If you want to enroll in a degree program without admission restrictions, please enter your enrollment data via the online enrollment module at <a href="https://hio-web-prod.hrz.uni-bonn.de">https://hio-web-prod.hrz.uni-bonn.de</a>. After entering your information online, you will receive an enrollment form to print out containing your personal enrollment ID number. Please sign this form and mail it to us by the enrollment deadline along with all other documents.</td>
</tr>
<tr>
<td><strong>For subjects with nationwide admission restrictions (Hochschulstart) (candidates who obtained their university entrance qualification in Germany/EU/EEA)</strong></td>
<td>Important note: The letter of admission becomes invalid if enrollment is not made or if the student fails to declare their acceptance of the admission offer within the period specified therein.</td>
</tr>
<tr>
<td><strong>For prospective international students with a non-German university entrance qualification (excluding EU/EEA)</strong></td>
<td>Important: The letter of admission becomes invalid if enrollment is not made or if the student fails to declare their acceptance of the admission offer within the period specified therein.</td>
</tr>
</tbody>
</table>

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To enroll, please submit the following documents:

- Completed application for enrollment.
- Copy of your personal ID card or passport.
- Underage students: submit a statement of consent from their legal representatives.
- Letter of admission (only for programs with restricted admission and for international applicants from outside the EU/EEA).
- Certified copy of your university entrance qualification (HZB); German applicants with a non-German university entrance qualification must have it recognized prior to enrollment. To obtain a nationally valid recognition, please contact the Düsseldorf District Council. If your certificates are not in German, English or French, you must submit a certified German translation.
- If you obtained your university entrance qualification through vocational training, you only need to submit your letter of recognition from the University of Bonn; it is not necessary to re-submit the certificates and vocational credentials used to determine your eligibility for university admission. To document a subject-specific university entrance qualification, it is also acceptable to submit your confirmation of successfully passing an admission eligibility examination for vocationally qualified applicants.
- Copy of a current health insurance/ exemption certificate issued by your health insurance company (see page 6) for enrollment at a higher education institution. Your chip card or a simple membership confirmation are not sufficient! Students with private health insurance should seek advice in good time from a statutory health insurance company regarding a certificate of exemption. Enrollment must be denied if you fail to present the correct certificate!
- Cross-registered students: need a current certificate of enrollment from their primary university and evidence of a meaningful and practicable study schedule for pursuing two degree programs in different locations at the same time in the form of expert statements from the subject-specific study advisors responsible for the respective program.
- If you were previously enrolled at a German university, you must submit a certificate of deregistration from your most recent German university; the certificate must provide information about the most recent degree program in which you were enrolled, the number of program-related semesters completed, and the number of semesters on leave you have already taken, if any. Presenting a certificate of graduation from a university does not replace the certificate of deregistration, which is always required.
- When enrolling in a master’s degree program, you must submit your letter of admission. If you already have your bachelor’s certificate, you must submit this as well. If your bachelor’s certificate is your first university entrance qualification granting you university admission eligibility (e.g., if you have previously obtained an entrance qualification for universities of applied sciences), you must submit your bachelor’s certificate as an officially certified copy when you enroll.
• If you enroll to complete a doctorate, you must submit a confirmation of doctoral status as proof that you already completed a final examination and have satisfied the requirements for admission to writing a doctoral thesis. This has to be signed by the relevant dean.
• If you have acquired your university entrance qualification abroad, you will need to provide proof that you have the German language proficiency required by your degree program. Proof is provided by passing the German Language Proficiency Test for Admission to Higher Education (DSH) or submitting a language certificate specified by the DSH examination regulations as equivalent. http://www.dsh.uni-bonn.de/
• Non-German citizens (excluding EU/EEA citizens) with a non-German university entrance qualification must also observe the individual instructions in their letter of admission.

After enrollment, you will be sent an email requesting payment. This includes the semester fee totaling € 315.06. This fee must be paid by all students. It includes the student transit pass consisting of the VRS-Ticket and the NRW-Ticket (http://www.asta-bonn.de/Studiticket).

Please submit your payment on the same day you receive the email containing the payment information. No later than 2 weeks after making your payment, you will receive your semester documents (student ID, which doubles as your student transit pass in the VRS/NRW zone, certificates of enrollment, etc.)

Lectures in winter semester 2021/22 begin on October 11, 2021, and end on February 4, 2022.

Mailing address of the Student Registry:
Universität Bonn
Abt. 1.3 · Studierendensekretariat
53012 Bonn, Germany

Email and phone: (http://www.uni-bonn.de/studierendensekretariat)

Sample health insurance certificate
(If needed, present this sample certificate to your statutory health insurance company to make sure they know specifically which certificate to issue. Enrollment must be denied if you fail to present the correct certificate.)

Health insurance certificate
This certificate must be submitted as part of the documents required for enrollment at a German higher education institution.
Name, address (and signature) of health insurance company   Date

Mr./Ms.
Last name, first name, date of birth,
Street, house number,
Postcode, place of residence

() is insured with us.

() is exempt or has been exempted from health insurance or is not obliged to hold health insurance.

Insurance number:
Statutory Health insurance company ID number: