University of Bonn
Dept. 1.3 - Studentensekretariat-
Address (Office): Poppelsdorfer Allee 49
53115 Bonn

53012 Bonn **www.studentensekretariat-uni-bonn.de**

Application for Enrolment for Winter Term 2018/2019

*Please come to the Registar's Office **in person during the registration period** (see page 5), bringing along the **completed** forms and other required documents!*

This section will be completed by the Registar's Office!

Re-matriculation no ☐ yes ☐ **Fee for delayed registration no ☐ yes☐**

Matriculation No. |__|__|__|__|__|__|__|

*Please complete this form carefully and in BLOCK CAPITALS **(flush left; umlauts = ä,ö,ü)** and bring all the required documents with you, thereby ensuring that the enrolment process will be speedy and without long waiting periods.*

Students who enrolled at the University of Bonn in Sommer Term 2018 should not use this form. Instead you should apply for a change of course (Studiengangänderung) at the Student Secretariat.

Personal Data:

Registration Nr. |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__| *(see Acceptance Letter)*

Surname |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

Forename |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

Sex female ❑ male ❑ *(please tick / check))*

PHD no ❑ yes ❑

Date of Birth |__|__|.|__|__|.|__|__|__|__|

Place of Birth |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

Name at birth |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

Nationality **1.** |__|__|__| **2.** |__|__|__| *(internationales car code e.g. Spain = E, India = IND)*

Street/-Nr. |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

Postalcode/City |__|__|__|__|__| |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

c/o |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

Telefon |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

University Admissions Authorization: *(Please tick/check the correct category!)*

☐ **GY** Grammar School (Gymnasium)
☐ **AU** Foreign University Admissions Authorization awarded outside the Federal Republic of Germany
☐ **FA** Foreign subject-linked University Admissions Authorization or University Preparatory College (Studienkolleg)
☐ **AD** Foreign University Admissions Authorization awarded inside the Federal Republic of Germany (e.g. certificates of foreign schools in Germany)
☐ **DA** German University Admissions Authorization awarded outside the Federal Republic of Germany (German schools abroad)
☐ **other** |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

Year in which the University Admissions Authorization was awarded |__|__|__|__| *(e.g. 2018)*

Place where the University Admissions Authorization was awarded ☐ in Germany ☐ abroad

Car registration code of place where the University Admissions Authorization was awarded |__|__|__| *(e.g. for Turkey = TR)*

Health insurance:

Insurance status according to health insurance company's certificate (enrolment will have to be denied unless correct certificate is submitted):

*Prior to enrolment (even when re-enrolling) a **certificate from the health insurance company** must always be submitted **in accordance with the registration regulations** (see notes on page 6!). This certificate must show what your insurance status will be as a student.*
Your chip card or simply proof of your membership is not sufficient for this purpose!
If you should have any questions, please seek advice from the health insurance company or the General Health Insurance Fund (Allgemeine Ortskrankenkasse) of the place where you live or are studying.
Privately insured applicants should ask in good time for a Confirmation of Exemption (Befreiungsbescheid) from a statutory health insurance scheme, as this must be submitted when enrolling.
Please tick whichever is applicable according to the insurance certificate:

☐ I am insured. ☐ I am insurance-free, exempt **or** not required to be insured.

University Courses: *(please use the codes set out in the enclosed list of codes "Degrees and Courses")*

1. Course

Intended Degree |__|__|__|__|*(e.g. Prom)* **Subject** |__|__|__|__|__|__|*(e.g. Lifesi)* **Semester of course** |__|__|*(e.g. 01)*

Subject |__|__|__|__|__|__| **Semester of course** |__|__|

Subject |__|__|__|__|__|__| **Semester of course** |__|__|

2. Course *(Only complete this section if you wish to enrol for an additional university course.)*

Intended Degree |__|__|__|__|*(e.g. Mass)* **Subject** |__|__|__|__|__|__|*(e.g. Comsci)* **Semester of course** |__|__|*(e.g. 01)*

Subject |__|__|__|__|__|__| **Semester of course** |__|__|

Subject |__|__|__|__|__|__| **Semester of course** |__|__|

Electoral eligibility *(only to be completed if you enrol in several courses; you need to state in which **major subject** you wish to exercise your **electoral rights**.)*

Academic representative bodies *(e.g. Senate, Konvent, Faculty committee)* **Course No.** |__| **Subject No.** |__|

Student representative bodies
(e.g. Departmental Student Committees, Student Parliament) **Course No.** |__| **Subject No.** |__|

Have you ever been previously enrolled at a university in Germany or abroad?

no ☐ ***If you have not been enrolled at a university in Germany or abroad, your form is now complete. Please fill in the date and your signature on page 3 of the form "Study abroad".***

yes ☐ *please just continue below*

Have you been enrolled at the University of Bonn: No ☐ Yes ☐ Term of the enrollment |__|__|__|__|

University in the Federal Republic of Germany where you first enrolled:

I enrolled **in Germany for the first time** at the following university:

Car registration code of the first university you enrolled at |__|__|__| *(e.g. Cologne/Köln = K)*

☐ **U**	University	☐ **GH/UG**	Comprehensive University (Gesamthochschule)/ Open University (Fern-Uni)
☐ **FH**	University of Applied Sciences (Fachhochschule)	☐ **U2**	University of Physical Education (Sporthochschule)
☐ **TU/TH**	Technical University (Technische Hochschule)	☐ **KH**	Ecclesiastical University (Kirchliche Hochschule)
☐ **PH**	Teacher-Training College (Pädagogische Hochschule)	☐ **HK**	College of Art (Kunsthochschule/-akademie)
☐ **HM**	College of Music (Musikhochschule)	☐ **Other Higher Education Institution** (please state) _____	

Semester first enrolled |__|__|__|__| *(e.g. WS 2018)*

University semesters |__|__| *(= **as at WS 2018**, incl. all the semesters spent to date at German universities, but **excluding** university preparatory courses or German courses)*

Semesters spent as leave of absence |__|__| *(all to date)*

Clinical semesters (only in Medicine) |__|__| *(= **as at WS 2018** incl. the number of clinical semesters studied to date after the Physikum)*

Semesters spent at a University Preparatory Course or German Course |__|__|

University Course already completed in Germany:

I have already completed a final examination at university. Type of university:

Name of the University: |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

- ☐ University
- ☐ University of Applied Sciences
- ☐ University of Applied Sciences/Public Administration
- ☐ Comprehensive University/Open University
- ☐ Ecclesiastical University
- ☐ College of Art
- ☐ College of Music
- ☐ Teacher-Training College
- ☐ University of Physical Education
- ☐ Technical University
- ☐ Other University

internal examination *(= University of Bonn)* ☐ external examination *(other university)* ☐

passed ☐ not passed ☐

The examination was taken in the |__|__| semester of course. *(Please state the semester in which the last examination took place.)*

Degree |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

University Course already completed outside Germany

I have finished an University Course outside Germany:
Yes: ☐ no ☐

Date of the Exam: |__|__|.|__|__|.|__|__||__|__|(day/month/year)

Degree |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|*(e.g. Diploma, Magister, PhD, Master's etc.)*
First subject |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__| *(must always be stated*
Second subject |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|
Third subject |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

State |__|__|__| *(international car registration code, e.g. Turkey = TR)*

Times of absence

A time of absence is when after the start of the Study in Germany no enrolment a German University has taken place (a "Urlaubssemester" or a moving from one University to another is no time of absence)

Number of terms |__|__| (e.g. 2)
Reasons:
- Term abroad ☐
- Time of employement ☐
- Child care ☐
- Illness ☐
- Internship (in Germany) ☐
- Other Family Reasons ☐

Declaration

- I have been informed that the Social Contribution and, where required, the tuition fees must be paid immediately after the enrolment, using the bank transfer form which I have been given.
- I agree to the generation of an unambiguous user ID, an email address and an initial password for the use of the electronic services of the University of Bonn. I have read and agree to the Regulations for Users of the University Computer Centre in the version currently valid.
- I have taken note of the fact that the electronic services of the University of Bonn are used to register for examinations and agree to this procedure. The basis for this is the active utilisation of the email address allocated after the enrolment.
- I have to date not irrevocably failed any examination required in the subject for which I am now applying to study (preliminary, intermediate, main or final examination); this is also true correspondingly for related or comparable courses of study to the extent that this is laid down in the examination regulations.
- I am neither suffering from a contagious disease nor do I have a pathological condition which may endanger others.
- I am not enrolled as a regular student at any other German university.
- I have expressly been informed that this Master's admission is granted only provisionally based on an interim report, without proof of a Bachelor's degree, and that my enrollment is also provisional until I can provide proof of the degree. I understand that I can only continue my studies in the Master's program at the University of Bonn after the first semester if I submit proof of my completed Bachelor's degree to the Master's Admissions Office by the end of this first semester

The above statements are complete and correct.

Date: _____ **Signature:** _____

Information sheet for Enrolment Application for the Winter Term 2018/19

Dear applicant,

This leaflet contains all the information necessary about the form and deadlines for enrolment. The list of codes enclosed gives you the course codes for the subjects offered at the University of Bonn.
The application for enrolment must be completed and can only be handed in at the Student Secretariat in person.
The legal basis for the elicitation of data is the enrolment regulations of the Rhenish Friedrich Wilhelm University of Bonn; they are subject to the provisions of the Data Protection Act of the Federal state of North-Rhine Westphalia.
Before enrolling, please check the current availability of courses and possible combinations of subjects. Detailed information: www.studentensekretariat.uni-bonn.de

Deadlines	
Enrolment deadlines for subjects with a local restriction on admissions (applicants with a German, EU or EEA University Admissions Authorization)	**see Letter of Acceptance (Zulassungsbescheid)** NB: The Letter of Acceptance loses its validity if you do not enrol within the period stated in the letter.
Enrolment deadlines for subjects with unrestricted admissions (applicants with a German, EU or EEA University Admissions Authorization)	All Faculties: 17.09. – 21.09.2018 In case you want to enrol in a study course with unrestricted admissions, please enter your personal data into the **online registration form**: http://einschreibung.verwaltung.uni-bonn.de. Once you have entered all required data, an enrolment form with your personal registration number will be generated. Please bring a signed printout of this form to the personal enrolment.
Matriculation deadlines for subjects allocated by *Hochschulstart* (applicants with a German, EU or EEA University Admissions Authorization)	**see Letter of Acceptance (Zulassungsbescheid)** NB: The Letter of Acceptance loses its validity if you do not matriculate during the period stated in the Letter or you do not confirm that you have accepted the university place. Confirmation of acceptance can simply be made by sending an email or fax or via a third person.
Matriculation deadlines for applicants with a foreign University Admissions Authorization (not EU or EEA)	**see Letter of Acceptance (Zulassungsbescheid)** NB: The Letter of Acceptance loses its validity if you do not matriculate during the period stated in the Letter.

When enrolling, you need to bring along the following:

- your completed **enrolment application**.
- your **Letter of Acceptance**, i.e. the *Zulassungsbescheid* (only for subjects affected by restrictions on admissions and for foreign applicants who are not from the EU or EEA).
- the **original** of your **school-leaving certificate** or other university admissions authorization; German applicants with a foreign university admissions authorization must have these officially recognized before enrolling. For recognition valid throughout Germany, apply to Bezirksregierung Düsseldorf, Cecilienallee 2, 40474 Düsseldorf, Phone: +49 211-4751075. In the case of foreign certificates not available in English or French a certified translation is required.
- the **health insurance certificate or confirmation of exemption according to the registration regulations of the health insurance company**; if you do not submit the correct certificate we are obliged to reject matriculation. The chip card or simply a certificate stating that you are a member is not sufficient. Applicants who are privately insured should seek advice in good time from a statutory insurance fund for the confirmation of exemption, as this must be submitted when enrolling.
- If you have been enrolled at a **German** University before, you must bring along the Certificate of Studies (*Studienbuch*) from the previous German university with an entry confirming that you have been exmatriculated or a corresponding **certificate of exmatriculation**, stating what course or courses you were enrolled for, number of semesters and whether you have already applied for leave of absence. In cases where students have moved to a different university they must submit the credit transfer certificate (*Anrechnungsbescheinigung*) of the examining board when enrolling for a higher semester.
- your **national identity card** or **passport**.
- Those who wish to enrol in a **Master's Programme** are required to bring the *Letter of Acceptance* upon registration. The Bachelor diploma must be submitted as well. If the actual certificate has not been made out yet, registration will be temporarily.
- when applying for a PhD course you need a **PhD certificate** confirming that you have already completed a final examination and that the admissions criteria for writing a PhD thesis have been met. This must be signed by the Dean responsible. The university graduation certificate must also be submitted when enrolling.
- only in the case of **EU/EEA citizens** *without* a German University Admissions Authorization: proof of **proficiency in German** (e.g. DSH): http://www3.uni-bonn.de/studium/studium-in-bonn-fuer-internationale-studierende/deutsch-lernen; foreign certificates must be submitted in the original; where these are not in English or French, the appropriate officially certified translations must be submitted.
- foreign citizens (except EU/EEA citizens) *with* a foreign university admissions authorization should also note carefully the individual instructions given in the Letter of Acceptance (*Zulassungsbescheid*).

After enrolling you will be given a **bank transfer payment form**. In winter semester 2018/19 the Social Contribution Fee is 287,22 €. This contribution must be paid by all enrolled students (www.uni-bonn.de/unibonn/studium/vor-dem-studium/kosten-finanzierung/sozialbeitrag-gebuehren-und-beitraege/).

Please transfer the money directly on the day when you matriculate. About two weeks after it is transferred you will receive your semester documents (student identity card, which is at the same time your student ticket for use on public transport within the VRS and NRW tariff area; certificates of study etc.).
In winter semester 2018, classes begin on Octobre 08, 2018 and end on February 02, 2019.

Opening hours of the Student Secretariat

Mon-Fri 10.00 – 12.00 a.m.
Thu 1.30 – 3.00 p.m.

You can contact us by email, fax and phone: www.studentensekretariat.uni-bonn.de

The Student Secretariat for international students is located at 49 Poppelsdorfer Allee, 53115 Bonn on the first floor.

Extract from the Student Health Insurance Registration Regulations, the SKV-MV, of 27.3.1996
(Federal Law Gazette 1996 Part I No. 20, issued in Bonn on 9 April 1996);
here: Appendix 1 – Sample of an Insurance Certificate
(Show this **German sample** to the Insurance Company or Fund which is responsible for you, so that they know which certificate needs to be issued. If the correct certificate is not submitted, enrolment must be rescinded.)

The German text is:

Versicherungsbescheinigung

Diese Bescheinigung ist mit den Unterlagen für die Einschreibung der Hochschule einzureichen.
Name, Anschrift (und Unterschrift) der Krankenkasse Datum

Herrn/Frau
Nachname, Vorname, Geburtsdatum,
Straße, Hausnummer,
Postleitzahl, Wohnort,

() ist bei uns versichert.

() ist versicherungsfrei, von der Versicherungspflicht befreit oder nicht versicherungspflichtig.

Versicherten-Nr.:

Betriebsnummer der Krankenkasse: