

Enrolment application

for the WS

SS

EINSCHREIBUNGS- UND PRÜFUNGSWESEN
(REGISTRAR'S OFFICE)
BEREICH EINSCHREIBUNG
(ENROLMENT SECTION)

ESSEN CAMPUS
Universitätsstraße 2
45117 Essen

DUISBURG CAMPUS
Geibelstraße 41
47057 Duisburg

Student ID number

(Please leave this field blank.)

Personal details

Last name 1 nationality
First name 2 nationality
Gender Street, number
Date of birth Add. address
Place of birth Postcode, town
Country of birth Telephone
Name at birth

*Passport
photo*

Please do not use
scanned or
photocopied pictures.

Please attach your
picture using glue,
not staples.

For which degree programme(s) would you like to request enrolment?

Degree programme 1	Degree programme 2 (if applicable)
Degree type	Degree type
Degree programme/subject	Degree programme/subject
Second subject (if applicable)	Second subject (if applicable)

Complete this section only if you want to enrol for more than one degree programme.

For which subject do you wish to be entitled to vote?

The mentoring system for which subject do you wish to participate in?

Information about the mentoring system: <https://www.uni-due.de/mentoring/ueberblick.php> (German only)

TO BE COMPLETED BY THE UNIVERSITY							
Erste HZB	Aktuelle HZB	Semester	Ersthochschule	AB Inland	AB Ausland	Ausl-Stud.	Sonstige
Schlüssel	Schlüssel	HSSem	Hochschule	AB Art	AB Art	Land	KV
Datum	Datum	UnterbrSem	Abschluss	Fach	Fach	Monate	Datum
Ort	Ort	KlinSem	Fächer	Datum	Datum		Kürzel
Note	Note			Note			
Unterschrift	Unterschrift			Hochschule			

YES

NO

Junior studies

Have you participated in the University of Duisburg-Essen's Junior Studies programme?

Have you been enrolled at a higher education institution in Germany or another country before?

If so: Please fill out Supplement 1 'Information on previous periods of study'.

Information on previous studies

Have you ever failed your final attempt at an examination during your previous studies?

If so: The [Prüfung des Antrags auf Einschreibung](#) assessment form (German only) with a signature from the Examinations Office (and, if applicable, from the relevant examination board) is required for enrolment.

I confirm

- that my social services and student body fees will be paid to the university by the start of the semester (WS: 1 October; SS: 1 April) or within 14 days of enrolment if enrolment takes place after 1 October/1 April.
- that I have not been excluded from study at any other higher education institution in the Federal Republic of Germany.
- that I have not failed any of the examinations required for enrolment.
- that I have not failed my final attempt at any examination or assessment component that is part of the degree programmes that I request enrolment for.
- that all information that I provided is true and correct.

Important information

In the case of Bachelor's and Master's programmes that have not yet been accredited, the examinations and coursework required for the degree may be subject to change.

I am aware that incomplete applications will not be processed and that untruthful information provided may result in expulsion.

I acknowledge that the university will use my address details to contact me for surveys during and after my period of study and for its alumni activities (in accordance with Section 8 (5) of the Higher Education Act of North Rhine-Westphalia (HG NRW)). I have the right to withdraw my permission for future processing and use of my data at any time by submitting a corresponding request to the Registrar's Office.

I also acknowledge that the university will use my data as part of the scholarship proposal systems of the faculties and for the purpose of support in the context of the UDE mentoring system. I have the right to withdraw my permission for future use of my data at any time by submitting a corresponding request to the Registrar's Office.

With my signature, I accept the information regarding the use of the multifunctional student ID card (see the supplement 'Important information on enrolment provided by the Admissions and Enrolment Office'). Moreover, I give my consent that the University of Duisburg-Essen may store and process personal data arising from the use of my student ID card in accordance with data protection regulations.

With my enrolment, I accept the applicable terms of use of the university library and the centre for information and media services (ZIM) of the University of Duisburg-Essen.

ATTACHMENT 1

Information on previous studies

First name:

Last name:

Student ID number _____
(to be entered by the university)

Periods of study in Germany

If you completed your degree

Higher education institution (including location)	From (month/year)	To (month/year)	Intended degree*	Study programme	Subject- related semesters	Graduation date	Overall mark

* = Bachelor, dual-subject Bachelor, Master, *Diplom*, doctorate, etc.

Please list all your previous periods of study in chronological order.

Periods of study abroad (excluding exchange programmes such as Erasmus or DAAD)

If you completed your degree

Country	From (month/year)	To (month/year)	Intended degree*	Study programme	Subject- related semesters	Graduation date	Overall mark

* = Bachelor, dual-subject Bachelor, Master, *Diplom*, doctorate, etc.

I declare in lieu of an oath that the information provided above is true. I am aware that giving untruthful information may result in expulsion.

Date

Signature

Enrolment periods/appointments for enrolment

You must submit your enrolment application in person or authorise a proxy to do this for you. In the case of submission by proxy, this person must present both their own ID card and yours as well as a letter of authorisation (no specific form required). Enrolment documents **cannot** be submitted by mail. You will receive information about the terms of payment during enrolment. Please do not transfer any money beforehand.

ENROLMENT ON DEGREE PROGRAMMES WITH ADMISSION RESTRICTIONS

You may enrol on a degree programme with admission restrictions if you have received a letter of admission to the relevant programme. Letters of admission are made available online via the application portal.

You must book an appointment for your enrolment **online**. Please find the link for booking appointments in your letter of admission. If a date and time for your enrolment is **already specified** in your letter of admission, you do **not** need to make an appointment. **Please note that you cannot enrol without an appointment.**

The enrolment period for degree programmes with admission restrictions is marked in the calendar that you can access to book appointments. If you do not book an appointment or do not attend the appointment reserved for you, you will lose your right to a place in the relevant programme.

ENROLMENT ON DEGREE PROGRAMMES WITHOUT ADMISSION RESTRICTIONS

You can request enrolment on degree programmes without admission restrictions during the defined enrolment periods, which you can look up via the link below. Prior application is not necessary.

www.uni-due.de/studierensekretariat/einschreibungsfristen (German only)

The online calendar for booking appointments for enrolment will be accessible from two weeks before the start of the enrolment period via the link below. **Please note that you cannot enrol without an appointment.**

www.uni-due.de/studierensekretariat/ts_zulassungsfreier_studiengang (German only)

Exceptions: In cases where enrolment for the corresponding summer semester is allowed after 30 April or for the corresponding winter semester after 31 October (e.g. master's or doctoral degree programmes), you may enrol during opening hours without an appointment after the end of the regular enrolment period.

PLEASE NOTE: The link above is for booking appointments for enrolment on degree programmes without admission restrictions only. Please find the link for booking appointments for enrolment on programmes with admission restrictions in your letter of admission.

Information regarding your student ID card and semester ticket

Once you have enrolled, your multifunctional student ID card will be mailed to you. This chip card is your student ID, library card, 'Mensa' card (payment function for use in canteens and cafeterias, laundromats in student residences and bottle deposit returns) and can also be used for photocopiers. This student ID card is valid for the entire duration of your studies, provided that you pay the required student services and student body fees for each semester. If you lose or damage this card by your own fault, you will have to pay a fee amounting to €10 for a new student ID card to be issued.

Once you have enrolled and paid your social services and student body fees, you are entitled to use the VRR transport association and NRW ticket.

You can download your semester ticket to your smartphone via the myUDE campus app (<https://www.uni-due.de/myude/>). In addition, a PDF version of your ticket is available, which you can print out and present if necessary (e.g. if your phone is not working).



Website of the Admissions and Enrolment Office



Website of the myUDE campus app



Website with information on the semester ticket



Website with information on student ID cards



Jetzt Bafög-Antrag stellen!
www.stw-edu.de/bafog

The documents listed below must be presented for enrolment as applicable:

You can only enrol if you present all required documents. Documents cannot be submitted later. If your documents are incomplete, you need a new appointment for enrolment.

Generally required documents

- A completed copy of the 'Enrolment application' form
- **E-mail confirmation of your appointment for enrolment**
- Your **school-leaving certificate** (original or certified duplicate or certified photocopy); if your school-leaving certificate is from another country, you need a confirmation from the International Office that you are eligible for admission to a German university prior to your enrolment
- **Degree certificate** (original or certified duplicate or certified copy) if you have completed a course of study at another university in Germany or abroad
- Proof of **specific previous education** or experience (e.g. internship or DSH exam) as required for enrolment by the relevant examination regulations
- **Proof of health insurance** in accordance with legal regulations regarding student health insurance: please contact your health insurance provider to obtain the relevant certificate. If you have a private health insurance plan, AOK (if you have never taken statutory health insurance) or the statutory health insurance provider that you were last insured with will issue a certificate stating that you are exempt from statutory health insurance. A certificate from your private health insurance provider is not required. However, we do need the certificate of exemption from statutory health insurance. Please note that your insurance card cannot be accepted as proof. (Not required for cross-registered students.)
- **Proof of de-registration** if you have been enrolled at another higher education institution in Germany. This document must specify the period during which you were enrolled. This document is also required if you have completed a degree programme and/or if you have left your former university a long time ago.
- **Identity document** or passport (international applicants need to present their passport)
- **Passport photo** (to be glued into the corresponding field on page 1)
- A small **self-addressed envelope** in which your student ID card will be sent to you
- The **Prüfung des Antrags auf Einschreibung** (enrolment application assessment) form signed by the Examinations Office (and by the relevant examinations board if applicable) if you have **failed your final attempt** at an examination in a previous course of study.

Additional documents (if applicable)

For minors

- The completed **Einwilligung** (consent) form and certified copies of the identity documents of the parents or legal guardians (only applicable for students under the age of 18)

For programmes with admission restrictions

- **Letter of admission** (notification that you have been allocated a place on the degree programme); made available via the application portal
- **Proof of service** if you have listed periods of service (Bundeswehr (armed forces), BFD (federal volunteer service), Zivildienst (civilian service), FSJ (voluntary social year), FÖJ (voluntary ecological year), etc.) in your application

For enrolment in a higher subject-related semester (except for medical degrees)

- **Placement information**; issued upon recognition of credits by the Examinations Office. For further information see: www.uni-due.de/studierendensekretariat/hoehere_fachsemester.shtml (German only)

For teaching degree programmes

- Proof of participation in the obligatory SkaLa **language assessment test** (certificate can be printed upon completing the assessment test) unless you are already enrolled for a bachelor's programme with a teaching option at our university. Please take the language assessment test on the following page: skala.uni-due.de (German only)

For master's degree programmes

- Evidence of your bachelor's degree (**degree certificate** or [confirmation of bachelor's degree completion](https://www.uni-due.de/studierendensekretariat/online_formulare.shtml) form if your degree certificate has not yet been issued (forms for **internal and external graduates** are available at https://www.uni-due.de/studierendensekretariat/online_formulare.shtml))
- **Certificate of equivalence** issued by the examination board if you do **not** hold one of the bachelor's degrees specified in the requirements stipulated in the examination regulations

For doctoral degree programmes

- Letter of acceptance from the doctoral committee including the subject field in which you wish to obtain your doctorate <https://www.uni-due.de/studierendensekretariat/studienplatzangebot.shtml>
- **Questionnaire** for statistics on doctoral candidates

For cross-registered students

- **Enrolment confirmation** from your home university including a specification of your degree programme

For medical degree programmes

- Original or certified copy of the **certificate** confirming you have passed the first section of the medical examination ('**Physikum**') if you want to enrol for the clinical stage of your studies (also required when enrolling for your clinical elective year ('**Praktisches Jahr**;' PJ'))
- Original or certified copy of the **certificate** confirming you have passed the **second section of the medical examination** if you want to enrol for your clinical elective year
- **Confirmation of transfer of credits** from the relevant State Examination Office or from the Dean's Office of the Faculty of Medicine at our university if you wish to enrol in a higher subject-related semester (not required when enrolling for the first semester of the clinical stage or for your clinical elective year)