

Application for Registration

for the SS _____

for the WS _____

Pass photo
No scanned or photocopied photos, please!
Please glue the photo in the exact position!
Do not staple!

Application No.: _____

Matrikel-Nr. _____
(Do not fill in!)

Last Name: _____

First Name: _____

Do not fill in!	
HZB-Schlüssel	
HZB-Datum	
HZB-Ort	
Ersthochschule	
Erstsemester	
Hochschulsem.	
Vorsemaster	
Hochschule	
Abschluss	
Fächer	
Externer Abschluss	
Abschlussart	
Prüfungsfächer	
Prüfungsdatum	
Fachpraktikum	
oder Sperre	
Bafög (J/N)	
Alumni (Y/N)	
KV (P/B)	
Handzeichen (AAA)	

Personal Data

Date of birth: _____

Place of birth: _____

Name at birth: _____

Nationality: _____

Address

Street: _____

No.: _____

Town or city + postal code: _____

Phone: _____

Enrollment

Desired degree _____

1st subject/course of study: _____

2nd subject/course of study: _____

3rd subject/course of study: _____

Foreign students register at the International Office.

The opening hours of the International Office are:

Duisburg Campus

Monday: 1 p.m. to 3 p.m.
Tuesday to Friday: 9 a.m. to 12 noon

Essen Campus

Monday: 1 p.m. to 3 p.m.
Tuesday to Friday: 9 a.m. to 12 noon

Up-to-date information on changes in the opening hours can be found at:
<http://www.uni-due.de/international/sprechstunden.shtml>

Registration Dates

- The registration dates for courses of study with unrestricted admissions can be found at: <http://www.uni-duisburg-essen.de/zentralverwaltung/semestertermine.shtml>.
- The registration dates for courses of study with restricted admissions are stated in the Letter of Admission sent to each student accepted to such a course of study.
- Students required to take the DSH (German Language Examination for University Admission) can make individual arrangements for registration after they have passed this examination.

Have you already been enrolled at a university or other institution of higher learning in the Federal Republic of Germany? Yes No

Have you already been enrolled at a university in a foreign country? Yes No
_____ Months

Have you already completed a university program? Yes No

I consent to the UDE's storing my address after I have completed my studies at the university for the purpose of contacting me within the scope of the university's public relations activities. I have been informed that the provisions of data protection legislation will be observed here. Yes No

I hereby affirm:

- that I will pay the semester fee, and if necessary the tuition fee, **within the next 14 days**
- that I have not been excluded from a university program at any other university in the Federal Republic of Germany
- that I have not definitively failed to pass any of the examinations, or definitively failed to obtain any of the study credits, stipulated in the Study Regulations
- that all the information I have provided is true and correct.

I know that incomplete applications will not be processed and that making false statements or providing erroneous information can result in a student's de-enrollment.

By means of my signature, I accept the instructions provided on the reserve side for the use of the chip card *die-universale.de*. I also consent to the further storage and processing by the University of Duisburg-Essen of any personal data that may be generated by the use of the card. I know that my data will only be used as permitted under data protection legislation.

Signature & Date

PTO →

This application must be submitted in person either by the applicant or a person authorized by the applicant. In the latter case the authorized person must present both ID Cards (or passports) and an informal Power of Attorney signed by the applicant. Registration by mail is not possible. Please do not pay your university fees in advance. You will be informed about the payment modalities at the time of registration.

Student IDs (or Student Cards) are issued free of charge and include the *NRW Ticket* for public transport!

The Student ID is multifunctional. It serves simultaneously as a Library Card and Cafeteria ID. Moreover, it enables you to use the self-service stations (*SB Stations*) on campus. At the 11 available SB Stations you log in with your UCC Code (*HRZ-Kennung*) which is issued to you by the CIM (Centre for Information and Media Services) and given to you at the same time as your Student ID. After you have logged in at the SB Station with this code, you can notify the university of a change of address and print out a bank transfer form or Confirmation of Enrolment (in case you do not re-register online). You can find the locations of the SB Stations at:

<http://www.uni-duisburg-essen.de/studierensekretariat/selbstbedienungsstationen.shtml>

N.B. It takes the university about three weeks to process the receipt of your tuition fee if you use a bank transfer form for payment. The Confirmation of Enrolment cannot be printed out until the university has finished processing your payment!

You can also pay your social fee, semester fee and tuition fee online at the following link:

www.uni-duisburg-essen.de/studierensekretariat/

You need to log in to use this link. Please enter the password you have been assigned by the CIM. This password is given to you along with your Student ID.

The social fee, semester fee and tuition fee are taken from your account by direct debit. Please make sure there is enough money on your account to cover these fees. After your payment has been received, you can print out your Confirmation of Enrolment from your PC or laptop.

The SB Stations are also accessible outside the opening hours of the International Office.

The Student ID is valid for four years! At the end of this period the Office for Students will issue you a new Student ID.

The Student ID may be used as an *NRW Ticket* **only** for the semester in question, provided that the student has paid all his or her university fees in full. The Student ID can be used as a ticket up to the end of the semester for which the fees have been paid.

The following documents must be presented at the time of registration:

- the completed form "Application for Registration"
- certificates (either as originals, copies or photocopies) which entitle a student to enter the course of study of his or her choice. **Please note:** photocopies or other copies of certificates issued in foreign countries must be officially certified. Certificates in a language other than German or English must be translated into one of these languages. The correctness of the translation must be certified by the German Embassy or Consulate in the student's home country – or the translation must be made by a **state-certified translator**.
- certificates (either as originals, copies or photocopies) of any other course of study you have previously completed at a university in Germany or a foreign country
- for students who have already been enrolled in a similar, or the same, course of study at a university in the Federal Republic of Germany: an official list of grades (including grades on failed examinations)
- proof of previous training or relevant activities (e.g. internship or work placements, DSH language examination, TOEFL etc.) if this is stipulated by the Study and Examination Regulations.
- proof of healthcare insurance in conformance with the statutory regulations on student healthcare insurance: please contact your healthcare insurance provider in any case to obtain proof of your coverage. If you are privately insured, please contact the last statutory health insurance company with which you were insured to obtain a certificate of exemption from compulsory insurance with a statutory health insurance scheme. If you have never been insured with a statutory health insurance company, please contact the AOK insurance company, which will then provide you with a certificate of exemption. We do not require any certificate from your private insurance provider.
- Letter of Admission (Notification of the Assignment of a Place to Study) in courses of study with restricted admissions (NC programs)
- if appropriate, evidence that periods of time studied at other universities have been recognized by the Examination Committee or Examination Office with jurisdiction over your case (in the event of registration in a higher subject-semester or different course of study)
- Certificate of De-enrollment if you were enrolled at another university in Germany. This certificate must state the period of enrollment It is required even if you have already completed a course of study and/or the de-enrollment took place quite some time ago.
- Certificate of Enrollment for the past semester if you were already enrolled at another university in the course of study to which you are applying at the University of Duisburg-Essen
- If appropriate, proof of payment of tuition fees if you have already paid tuition fees at another university in Germany.
- Personal ID or passport (Foreign applicants must present passports)
- pass photo (Please glue the photo in the designated field on the first page)
- for students enrolled at other universities only: a Certificate of Enrollment stating the course of study at the first university in which you are enrolled
- for students enrolled in courses of study leading to a doctorate: certificate from the professor who is supervising your doctoral dissertation.

You cannot register unless your documents are complete. It is not possible to submit documents at a later time.

Please do not pay your social or semester fee prior to registration. You will be informed of the payment modalities at the time of registration.