



UNIVERSITÄT PADERBORN

Die Universität der Informationsgesellschaft

**Application of enrollment in the
in the program**

in the courses of studies

Winter Semester 2019/20

Summer Semester 2020

Matriculation number

(7 digits number on right
top of acceptance letter)

Personal data

First name (complete)

Last name(s)

Sex

Date of birth

Place of birth

Maiden name

Street address

Postal code

City

State

Nationality

Phone number*

Email address

*provision is voluntary but helpful for questions

1. Higher education entrance qualification (e.g. higher secondary school or college)

Acquired through high school degree ("Abitur", earned at a German school)
 subject-specific academic equivalent

Education background pre-university qualification (college/higher secondary school)
 pre-university qualification + university education

Date of completion of pre-university education

Country of pre-university education

If in Germany, in which state/region ?

2. Education level

Highest acquired degree

Date of graduation

Final grade

Acquired abroad? (please state in which country)

Information on university education in Germany to date*:

Name of university

Course of studies

Type of university

Started (e.g. WS 05/ SS 05)

Ended (e.g. WS 10 / SS 10)

Desired degree

Studies completed

Final grade	<input type="text"/>	Date of graduation	<input type="text"/>
Total semesters studied	<input type="text"/>	Total semesters on leave of absence	<input type="text"/>
Student ID (if you have already been enrolled at the University of Paderborn)	<input type="text"/>		

* If you have already been enrolled at more than one university or for more than one degree or course of studies, please provide the following information on a separate sheet of paper.

Information on university education abroad (home country or other country except Germany) to date:

Country of study	<input type="text"/>
Study period from (year/month) to (year/month)	<input type="text"/>
Course and subject of studies	<input type="text"/>

Health insurance in Germany:

Insured through national health care

Name of insurer

Postal address

Insurer ID number

Member ID number

Exempted from national health insurance

Please Note: In case that you are not a member of a German statutory health insurance, you need to hand in an exemption certificate (Befreiungsbescheinigung), issued by a German statutory health insurance provider (e.g. AOK, DAK,TK).

Free movers

I am enrolled at another university and would like to apply to be a free mover

My application to be a free mover according to *Hochschulgesetz NRW* Law of the Universities of the State of North-Rhine Westphalia § 52(1) for the following courses

course

Free movers are not obligated to provide certification of health insurance. They must, however, turn in a proof of registration from their home university

Right to vote (not applicable to free movers): The student body elects the Student Parliament (Studierendenparlament) and the Departmental Student Delegation (Fachschaftsvertretung). Please choose from the drop box the department to which your study program or one of your courses of study belongs and in which you would like to exercise your right to vote:

Right to vote

Declaration:

- I hereby affirm that all of the information provided above is true and that I have not been disqualified from studying at a university in Germany.
- I declare that I have not "conclusively failed" any exams (course requirements), that I have maintained the right to take examinations, and that I am not currently in an ongoing examination process
- If in the case I should conclusively fail another course of studies or lose my right to take examinations after having signed this application, I will inform the Examination Board of this fact without delay.
- I hereby solemnly declare in lieu of oath and under penalty of law that the information provided concerning previous college enrollment, particularly concerning my examination history is true.
- I am aware that providing false information could lead to my disqualification for enrollment at german universities and that incomplete applications will not be processed.
- I am obligated to use email adress issued to me by the University of Paderborn on a regular basis.
- I have included with this form the necessary document

City, Date

Signature

Declaration of informed consent about the relay of information to Office of Federal Student Aid (BAföG) for processing the Federal Student Aid application as per enrollment regulations

I hereby declare my consent for the Student Office (*Studierendensekretariat*) to relay to the following personal information to the Office of Federal Student Aid: student ID number, family name, first name, date of birth, postal address, total semesters enrolled at the University of Paderborn, desired degree, course of studies, total semesters of enrollment within aforementioned course of studies, as well as the degree and course(s) of studies at your previous university.

I maintain my right to countermand in writing this declaration of informed consent at any time.

City, Date

Signature

Legal information

For inquiries for administrative data, the relevant legal documents are the *Gesetz über die Hochschulen des Landes Nordrhein-Westfalen* (Law of the institutes of higher education of the state of North-Rhine Westphalia § 48(1)) and the enrollment regulations of the University of Paderborn; for inquiries of statistical data the *Gesetz über die Statistik für das Hochschulwesen* (Law on the survey of institutes of higher education) from Nov. 2, 1990 (BGBl I, p. 2414). In accordance to these statues, your personal and job-related information is to be treated with strict confidentiality. It is permitted, however, for the Survey Boards and the university involved to relay data without name or address to the highest relevant federal and state authorities, as well as to offices and persons approved by the aforementioned authorities upon request, and, as long as it is possible to maintain confidentiality, to others for scientific purposes. However, your information, in conjunction with your name and address, may be used by the university for internal purposes and may be forwarded, in the case of a transfer of enrollment to another university, for administrative purposes (see the most current versions of the *Bundesdatenschutzgesetz* (Federal data protection law and the data protection laws of the State of North-Rhine Westphalia).

Right to enrollment

This printed form is a request of enrollment in terms of the enrollment regulations of the University of Paderborn. It is formally correct and able to be processed **when all of the questions have been completely and correctly answered**. Furthermore, the completed questionnaire is in accordance with the enrollment regulations § 4(3), No. 1 an indispensable component of the enrollment process.

Necessary records for enrollment:

The following records, **if they have not already been handed in to the university or uni-assist**, are to be handed in together with the Application of Enrollment at the International Office. An application without records will not be processed!

- this completed and personally signed application of enrollment
- a legally notarized copy of your university degree certificate
- a copy of your state identification card or passport including a valid study visa
- proof of health insurance or, if you are covered by a private health insurer, proof of exemption from **the German national health insurance program** in accordance with the *Studentenkrankenversicherungsmeldeverordnung* (Regulations concerning the proof of health insurance for university students). Please note that official certificate of membership from a health insurance agency is required; a copy of your health insurance card is not sufficient!
- proof of exmatriculation at your previous university
- all other necessary records listed in your notification of acceptance

If your higher education entrance qualification was not acquired at a German-speaking institute:

- a DSH language certificate or equivalent proof of language proficiency

Please fill out this form online and bring it in with you with the documents listed above, including those listed in your notification of acceptance, to the enrollment office!

Anmerkungen vom International Office

Kurzerfassung am

Fehlende Unterlagen

Bescheidversand am

Bild gescannt am

Frist bis

Immatrikulation am