



## Application for Enrolment

for summer semester \_\_\_\_\_  
 (April – September) for winter semester \_\_\_\_\_ / \_\_\_\_\_  
 (October – March)

University of Greifswald  
 Department 1.1. Students' Registration Office  
 Rubenowstraße 2  
 17489 Greifswald

Please note: Applications received by post outside of the enrolment period will not be processed! (see additional information)

### Passport photo

Please do not use a scanned or photocopied photo!

Please stick the passport photo in the box accurately!

Do not staple the photo!

--	--	--	--	--	--

### Student ID Number

(allocated by the Students' Registration Office)

#### 1. Personal Details (please provide the full details of your identification document!)

Surname \_\_\_\_\_ Given Name(s) \_\_\_\_\_

Gender  (M = male / W = female / D = diverse) Academic title \_\_\_\_\_ Date of birth  dd mm yy yy

Place of birth \_\_\_\_\_ Surname at birth \_\_\_\_\_

Nationality: \_\_\_\_\_ Internat. country code   
(plaintext) (e.g. B - Belgium, PL - Poland)

If applicable, 2<sup>nd</sup> nationality: \_\_\_\_\_ Internat. country code

The University will use the information provided here to create your certificate.

#### 2. Valid address for postal documents (please inform the Students' Registration Office of any change of address)

Address line/house no. \_\_\_\_\_ Address line 2 \_\_\_\_\_  
(e.g.: c/o Meier)

Postal code/Town  \_\_\_\_\_

email address  
(required)

Telephone no. with area code  
(optional)

Home address pursuant to *Meldgesetz* \_\_\_\_\_  in Germany  Abroad  
(plaintext)

Registration plate code for the district of your home address (e.g. B - Berlin) (if abroad, international country code)

#### 3. Details of Higher Education Entrance Qualification

(if you have several Qualifications, please only indicate the details of your first Qualification)

Type of Qualification:  Year in which Qualification was awarded:   
(See attachment List of Codes No. 2)

Country in which the Qualification was awarded:  (I = in Germany / A = abroad)

Registration plate code of the town in which Qualification was awarded:  (if abroad, international country code)

#### 4. Information about Studies at the University of Greifswald

##### First Degree Course/Joint Degree Course:

Which type of degree do you aim to obtain? (See attachment List of Codes No. 1)

Which subjects would you like to study?

##### Subject/s

	application for which semester*	recognised semesters of previous study	Main subject (H) Subsidiary subject (N)
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>

\* university entrants please write 01; students changing university should enter the number of previously studied subject semesters plus 1 (the semester they are applying for)

**Important: The subject listed first defines the faculty you belong to.**

Type of Enrolment:  E = First enrolment (no previous studies in Germany)  
N = Re-enrolment (students changing university, students returning to their previous course of studies)

Type of studies:  (1 = first degree, 2 = second degree, 3 = postgraduate degree, 4 = specialisation course, 5 = doctoral degree, 7 = consecutive master's degree, 8 = further studies to improve the overall mark)

If it is a doctoral degree, kind of doctorate (see attachment - List of Codes No. 5)

##### Second Degree Course/Joint Degree course:

If you would like to enrol for a second degree course at the University (double degree course), please request the required form from the responsible member of administrative staff or at <https://www.uni-greifswald.de/studium/vor-dem-studium/formulare/antrag-auf-zulassung-zum-doppelstudium/>

#### 5. Details of previous university studies incl. studies abroad and in the GDR

This section only needs to be completed if you were previously enrolled at a university or university of applied sciences (including studies abroad and in the GDR)

5.1. Which university did you enrol to first?

(exact name of university)

Registration plate code  of the university town:

(if abroad, international registration plate country code)

What type of university was it?

(see attachment - List of Codes No. 3)

Which semester did you enrol for first?

How many semesters did you study at German higher education institutions in total?

(incl. semesters in the GDR, practical semesters  
and semesters on leave of absence, not including semesters at preparatory  
courses, at German courses and at universities abroad)

Summer Semester   
 Winter Semester  /

How many of the semesters were:

- Semesters on leave of absence (only after first enrolment)   
- Practical semesters (only after first enrolment)   
- Semesters at preparatory courses

How many semesters did you interrupt  
your studies in the degree course you are applying for?  Reason for interruption:

(List of Codes No. 4)

#### 5.2. Details of previous studies abroad (only complete if you have previously studied abroad)

Please indicate the international registration plate country code, the duration in months

	Country	Months
1 <sup>st</sup> Degree: .....	.....	<input type="text"/>
2 <sup>nd</sup> Degree: .....	.....	<input type="text"/>
3 <sup>rd</sup> Degree: .....	.....	<input type="text"/>





## Information about Enrolments Information for Study Applicants

Only fully completed application forms that have been submitted together with all necessary corresponding documents will be processed.

The enrolment fee pursuant to the University's Fee Regulations is due on submission of the application for enrolment, even if you withdraw your application in accordance with § 18 Enrolment Regulations.

**IMPORTANT! Do not use paper clips, staples, pockets or files → only loose sheets!**

(exception: legally attested certificates)

*Prior to enrolment, you must contact a statutory health insurance company and either take out a student insurance policy or obtain confirmation that you are exempt from statutory health insurance (does not apply to doctoral candidates). The health insurance company then relays the details of your health insurance policy required for enrolment to the University of Greifswald (insurance status, surname, given name(s), date of birth, health insurance company number, health insurance policy number etc.).*

*In order to be able to transmit the details, the statutory health insurance company requires the following sender number from the University of Greifswald: **H0000392***

### The following must be submitted or presented for enrolment:

- Application for enrolment
- Legally attested copy of your higher education entrance qualification (e.g. A-Level certificate, will be returned to you)
- Simple copy of your higher education entrance qualification
- **Stamped and addressed** envelope for enrolment applications sent by post to be used for returning documents
- National ID Card or passport [copy if the enrolment application is being sent by post]
- 1 passport photo 3.5 x 4.5 cm (please stick it into the corresponding box on the application form, do not staple)
- Confirmation of acceptance for studies (for enrolment in subjects with admission restrictions)
- If applicable, proof that the admission requirements for Master's degrees have been met
- Certificate to prove you have passed the aptitude test (for the subjects/degree: Art and Design/teaching degree, Fine Arts/B.A. and M.A., Music/B.A., Sacred Music/Diplom, Musicology/B.A.) - please respect the deadlines!
- Confirmation you have undergone the self-examination procedure for teaching degrees (Career Counselling for Teachers (CCT), [www.cct-germany.de](http://www.cct-germany.de)) (only for prospective teachers);
- If you are changing university: current certificate of enrolment with indication of the subject semester you are attending and if possible, proof of marks for successfully completed coursework and examinations; if applicable, notice of transfer of credit (legally attested copy)
- If applicable, copy of the interim examination certificate (e.g. *Vordiplom*)
- If you are doing a period of service (military, voluntary, FÖJ, FSJ) when you send in your enrolment application: Confirmation from the services or employer that you will be released before the start of semester.
- Copy of the final certificate from your first degree (enrolments for Master's, postgraduate, doctoral or second degrees); for a doctoral degree: confirmation of acceptance as a doctoral candidate (form)
- For international students: Proof of sufficient German language skills (DSH 2, Test DaF Level 4, visa for study purposes

# List of Codes

## List of Codes 1: Type of Final Examination

a) Final examinations available at the university

82 Bachelor of Arts (B.A.)	06 Doctorate
83 Bachelor of Science (B.Sc.)	08 Staatsexamen (State Examination)/1 <sup>st</sup> State Examination (without teaching examination)
11 Diplom	02 Magister theol.
04 Church Examination	
21 Lehramt Grundschule (teaching qualification primary schools)	94 Abschlusszeugnis (passing certificate)
25 Lehramt Gymnasien (teaching qualification grammar schools)	96 Final examination abroad
23 Lehramt Regionalschulen (teaching qualification secondary schools)	80 Künstlerischer Abschluss (artistic examination) Aufbauprüfung (basic examination)
88 Master of Arts (M.A.)	
89 Master of Laws (LL.M.)	
87 Master of Science (M.Sc.)	

b) other types of final examination

51 Diplom at a university of applied sciences
84 Bachelor at a university of applied sciences
27 Lehramt Berufsschulen (teaching qualification vocational colleges)
24 Lehramt Haupt-/Realschulen (teaching qualification for <i>Hauptschulen</i> or <i>Realschulen</i> )
59 other qualification at a university of applied sciences

## List of Codes 2: Place where Higher Education Entrance Qualification (HZB) was gained

### ⇒ HZB Gained in Germany/General Higher Education Entrance Qualification

03 Gymnasium/kooperative Gesamtschule, Aufbaugymnasium
06 Gesamtschule/Freie Waldorfschule, Gymnasialzüge an Integrierten Gesamtschulen
09 Erweiterte Oberschule, Spezialschule und Spezialklasse
12 Kollegschule
18 Fachgymnasium, Berufliches Gymnasium, Wirtschaftsgymnasium, Technisches Gymnasium, Berufsausbildung mit Abitur (DDR)
21 Berufsoberschule, only in combination with Zeugnis über Ergänzungsprüfung zum Erwerb der allgemeinen Hochschulreife
27 Abendgymnasium, including courses taken at Volkshochschulen (DDR) with additional Fremdsprachenzertifikat
29 Kolleg: Institut zur Erlangung der Hochschulreife einschließlich kirchlicher Bildungseinrichtungen (DDR)
33 Begabtenprüfung (aptitude test)
34 Qualified due to professional experience
35 Qualification from a university of applied sciences
66 Fachhochschulreife

### ⇒ HZB Gained in Germany/Subject-Specific Higher Education Entrance Qualification

43 Fachgymnasium, Berufliches Gymnasium
45 Fachakademie
46 Completion of Zwischenprüfung ( <i>Vordiplom</i> - interim examination) at a Fachhochschule
49 Completion of Ingenieur- or Fachschule (only for qualifications obtained within the former boundaries of the GDR)
51 Studienkolleg: study applicants with or without higher education entrance qualification from abroad
52 Begabtenprüfung (aptitude test)
53 Qualified due to professional experience
55 Other eligibility for studies
92 Eligibility for studies without formal higher education entrance qualification (aptitude test for universities of art or music)

### ⇒ HZB Gained Abroad

39 General higher education entrance qualification (for Germans and international students, with or without a <i>Feststellungsprüfung</i> (assessment test) in Germany, however <u>without</u> having visited a <i>Studienkolleg</i> (Preparatory Courses)
59 Subject-specific higher education entrance qualification (for Germans and international students, with or without a <i>Feststellungsprüfung</i> (assessment test) in Germany, however without having visited a <i>Studienkolleg</i> (Preparatory Courses)
17 General higher education entrance qualification (German school abroad)
47 Subject-specific higher education entrance qualification (German school abroad)

## List of Codes 3: Type of University

U University
H <i>Hochschule</i> (higher education institution)
TH <i>Technische Hochschule</i> (institute of technology)
TU <i>Technische Universität</i> (university of technology)
FH <i>Fachhochschule</i> (university of applied sciences)
GH <i>Gesamthochschule</i> (old type of university, combining features from universities and universities of applied sciences)
PH <i>Pädagogische Hochschule</i> (college of education)
VF <i>Verwaltungsfachhochschule</i> (university of applied sciences for public administration)

## List of Codes 4: Type of Interruption

01 Maternity protection (pregnancy) and parental leave
02 Childcare
03 Other family reasons
04 Internship
05 Period of residence abroad
06 Voluntary service
07 Employment
08 Illness

## List of Codes 5: Type of Doctorate

01 Higher education institution with the right to confer doctorates (including cooperation in Germany)
02 Higher education institution with the right to confer doctorates (including cooperation abroad)
03 Higher education institution in cooperation with a university of applied sciences
04 Cooperation with a research institute
05 Cooperation with the industry, or other institute