



Department 1.1. Student's Registration Office, Rubenowstraße 2, 17489 Greifswald, ☎ Tel.: +49 3834 420 1296 / 📠 +49 3834 420 1282

Request for Admission to a More Advanced Subject Semester for Subjects with Admission Restrictions (see information sheet)

to start in Δ Summer Semester 20__ Δ Winter Semester 20 __/

Application Periods (cut-off period):

Summer Semester 01/02 - 28/02 & Winter Semester 01/08 - 31/08

Date Stamp

Surname, First Name(s)		Gender	male ☐	female ☐
Road, House No.				
Postal Code		Town	Nationality	
Date of Birth		Telephone No.	email Address (compulsory field)	
e.g. 0 9 1 2 7 3				

Degree Course You Are Applying For (please read the explanations on the attached information sheet before filling in the form!)

Degree Course	Desired Degree
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I request admission to the __ subject semester (only 2nd or higher subject semesters)

- ☐ as a Transfer Applicant¹⁾ / Returning Student¹⁾ ☐ as a Student Changing Degree Course²⁾

1) Applicants who have or had confirmed enrolment for this degree course at a university within the jurisdiction of the Interstate Agreement or at a university in one of the member states of the European Union (proven by transcript of records).

2) Other applicants, who prove that the credits and study hours required for the desired advanced semester of the chosen degree course are going to be accredited (proven by Letter of Recognition).

The last enrolment in the degree course you are applying for was: ☐ provisional ☐ confirmed

Special Explanations (social criteria):

a) ☐ I am severely disabled or classified as being equivalent to a person who is severely disabled

The University of Greifswald is the nearest university:

b) ☐ My home address with my spouse or my children is
in _____, District _____

c) ☐ The home address of my parents, where I am registered, is
in _____, District _____

d) ☐ I have a particularly crucial connection to the location of the university (e.g. serious health issues). Please attach proof for a, b, c and d (required documents on the reverse)

Previous Studies

Semester (winter or summer)	Degree Course (Subject(s) and type of degree)	Name of University	Remarks (e.g. leave of absence, dropped out, provisional due to an interim injunction from an administrative court)

PLAESE FILL IN THE GERMAN FORM

Which university or state preliminary, interim or final examinations did you take during your university degree (even if you did not pass) or will you take by the beginning of the next semester?

Name of examination/subject	Date	Result (mark)

Which credits/modules have you already obtained for the degree course that you are applying for?

Description

Which credits/modules or examinations do you expect to obtain/take in the current semester?

Description

What kind of Higher Education Entrance Qualification is your request based on?

☐ **Abitur**

☐ **Diplom/
Graduation**

☐ **other Higher
Education Entrance
Qualification**

Declaration:

I confirm the details I have entered are correct and complete and declare that I have not definitively failed any preliminary, interim or final examinations or lost the right to take examinations in the degree course I am applying for. I am aware that the Confirmation of Acceptance for Studies will be void, if it is based on falsely made details.

I have attached the following documents to this request:

- ☐ Higher Education Entrance Qualification (simple copy); for applicants with a foreign Higher Education Entrance Qualification, applications must be made via UNF ASSIST e.V. and include this request form.
- ☐ Valid transcript of records for the last enrolment in the same degree course including the subject semesters (only applies to transfer applicants)
- ☐ Proof of sat examinations (simple copy)
- ☐ if applicable, certificates of achievements, certificates (simple copy)
- ☐ if applicable, Letter of Recognition (simple copy) [for credits from other degree courses or from abroad]
- ☐ if applicable, proof needed for preferential treatment (Resident Registration Office, proof of being registered as severely disabled, wedding certificate and/or birth certificate, medical certificate usw. as simple copies)
- ☐ for foreign applicants, who did not gain their Higher Education Entrance Qualification in Germany, proof of sufficient German language skills (DSH II, Test DaF Stufe 4 or for Medicine and Dentistry DSH III and Test DaF Stufe 5)

Town/Date

Signature

Important Information

Only request forms which have been fully completed, signed and are accompanied by the required proof and have been submitted before the application deadline, will be processed. References to documents that were submitted for previous applications or other university records, are not permitted. Application documents are destroyed after the admission process has been completed. Please do not submit any original certificates.

Recognition of Study Periods

Study periods in the same degree course at another tertiary education institution within the jurisdiction of the *Grundgesetz* (Basic Law), must generally be accredited in full. Other study periods at tertiary education institutions must be accredited in full or in part, if the former degree course was equivalent and beneficial for the new degree course. For degree courses that end with university examinations, the examination board responsible will decide on the accreditation of previous study periods; for courses that end with state or church examinations, the decision will be made by the Examination Office responsible. Students are asked to request the corresponding Letters of Recognition in good time. They must be attached to this request form.

Information on Applications to More Advanced Subject Semesters at the University of Greifswald

The request form must be fully completed and signed and include the required proof stipulated on the attached form and then submitted to the Students' Registration Office **for a Winter Semester by the 31/08, and for a summer semester by the 28/02**. The decisive date is not the date on the postmark, but the day on which it was received at the University. Applicants for study places with a foreign higher education entrance qualification must apply via uni-assist:

uni-assist e.V., Geneststraße 5, 10829 Berlin (Germany), or online at: www.uni-assist.de

Requests that are incomplete or not submitted in the correct form will be excluded from the allocation procedure in subjects with admission restrictions. Missing documents that you do not have by the end of the application deadline, must be submitted, at the latest, 14 days after the end of the respective application deadline. Please submit all proof as simple copies. For application to or enrolment in a second or more advanced subject semester, your higher education entrance qualification must entitle you to study the degree course you are applying for in Mecklenburg-Vorpommern. You must either have already studied at least one semester in the same degree course or subject at another university in Germany or the EU (change of town, dropped out) or be able to provide proof of achievements from other degree courses or from countries outside of the EU which can be accredited (student changing degree course). For transfers from a university within Germany or the EU, previous subject semesters will be accredited in full if studies are being continued in exactly the same degree course. Students changing degree courses require a notice of transfer of credit from the examination board or examination office responsible, this also applies to credits acquired during periods of study at foreign universities. Details about the organisation of the course, subject combinations and examination and study regulations are available from the subject advisors responsible within the departments and the Office of Academic Counselling and Course Enquiries. Application documents will not be returned. Therefore, please do not submit any original documents. Reference to documents you may have already submitted is not allowed.

Admission Procedure

In most degree courses, which have admission restrictions for the 1st subject semester, study places will only be allocated for more advanced subject semesters, if study places become available due to students changing towns or dropping out. Admissions will only be granted, if **all requirements** for starting a degree in the relevant subject semester have been met. Which degree courses and subject semesters are actually affected, depends on the admission numbers set by the ministry responsible.

The following degree courses currently have admission restrictions in more advanced subject semesters:

	for summer semester	for winter semester
Biodiversity and Ecology/M.Sc.:	2 nd , 3 rd , 4 th subject semester	2 nd , 3 rd , 4 th subject semester
Health Care Management/M.Sc.:	2 nd , 4 th subject semester	3 rd subject semester
Landscape Ecology & Nature Conservation/B.Sc.:	2 nd , 4 th , 6 th subject semester	3 rd , 5 th subject semester
Landscape Ecology & Nature Conservation Intern./B.Sc.:	2 nd , 4 th subject semester	3 rd subject semester
Landscape Ecology & Nature Conservation/M.Sc.:	2 nd , 4 th subject semester	3 rd subject semester
Medicine/State Examination:	2 nd , 4 th , 6 th , 8 th , 10 th subject semester	3 rd , 5 th , 7 th , 9 th , 11 th subject semester
Pharmacy/State Examination:	2 nd - 8 th subject semester	2 nd - 8 th subject semester
Psychology/Bachelor:	--	3 rd , 5 th , 7 th subject semester
Dentistry/State Examination:	2 nd , 4 th , 6 th , 8 th , 10 th subject semester	3 th , 5 th , 7 th , 9 th subject semester

Applications to subject semesters that exceed the normal length of study are not possible. In degree courses in which university entrants are only able to start in the winter semester, admission may only be granted to uneven subject semesters for winter semesters and to even subject semesters for summer semesters. Applicants who do not correspond with this rhythm must generally be rejected.

The selection is made in accordance with the statutes on the allocation process for study places in more advanced subject semesters for degree courses with admission restrictions in the following order:

1. Applicants who have or had confirmed enrolment in the same degree course at a university within the jurisdiction of the Interstate Agreement or at a university in one of the member states of the European Union (transfer applicants/returning students)
2. Other applicants who can prove that the required study achievements and study periods will be accredited for the subject semester in the degree course they are applying for (students changing degree courses).

If a selection has to be made within the two groups of applicants, the ranking will be determined by the special regulations for the respective degree course, as stipulated in the statutes (*Satzung der Universität Greifswald für das Vergabeverfahren von Studienplätzen in höheren Fachsemestern bei Studiengängen mit Zulassungsbeschränkung* (Statutes of the University of Greifswald for the Allocation Procedure of Study Places in More Advanced Subject Semesters for Degree Courses With Admission Restrictions) of 29th July 2008 in the respective valid version).

You can expect to receive notification for summer semesters from the end of March and for winter semesters from the end of September onwards. Predictions regarding chances of admission for degree courses with admission restrictions cannot be made, we therefore ask you to refrain from making any further inquiries. If you receive admission in a possible clearing procedure, you will be informed straight away, please therefore remain available via post or email.

Pursuant to § 15.1 of the *Immatrikulationsordnung* (Enrolment Regulations) of the University of Greifswald, a confirmation of acceptance for studies becomes ineffective, if the study place has not been accepted or enrolment has not taken place within the deadline set in the Confirmation of Acceptance for Studies. More details can be found on the Confirmation of Acceptance for Studies.

Due to the allocation of clinical placements, applicants for degree courses in Medicine, Dentistry and Pharmacy must register with the respective subject areas immediately after enrolment.

Further Details/Addresses:

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|--|---------------------|
| - Academic Counselling and Course Enquiries, Rubenowstraße 2, 17489 Greifswald | ☎ +49 3834 420 1294 |
| - Central Examination Office, Rubenowstraße 2c, 17489 Greifswald | ☎ +49 3834 420 1278 |
| - Office of the Dean of Students for Medicine, Fleischmannstr. 42-44, 17489 Greifswald | ☎ +49 3834 86 5008 |
| - Lehrprüfungsamt des Landes M-V, Außenst. Greifswald (State Teacher Training Examination Office), Bahnhofstr. 33/34, 17489 Greifswald | ☎ +49 3834 5958717 |
| - Landesprüfungsamt für Heilberufe M-V (State Examination Office for Health Professionals), Erich-Schlesinger-Str. 35, 18059 Rostock | ☎ +49 381 122 2852 |
| - Justizprüfungsamt des Landes M-V (State Judicial Examination Office), Puschkinstr. 9-21, 19055 Schwerin | ☎ +49 385 588 3045 |