



Application for Enrolment

for the Summer Semester ____ for the Winter Semester ____/____

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

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!

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

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Student ID Number

(allocated by the Students' Registration Office)

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

Surname _____ First Name(s) _____

Gender ☐ (M = male / W = female) Academic Title _____ Date of Birth

Place of Birth _____ Maiden Name _____

Nationality: _____ Other Nationalities (if relevant): _____
(in plaintext) (in plaintext)

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

2. Valid Address for Postal Documents (the Students' Registration Office has to be informed of any change of address)

Address/ House No. _____ Address Line 2 _____
(e.g.: c/o Meier)

Postal Code/Town

email Address _____ Telephone No. with Area Code _____
(required) (optional)

Home District _____ ☐ National ☐ Abroad
(Place of residence according to the *Meldegesetz* (Registration Act)) (in plaintext)

Number Plate Code of Home District (if abroad, international number plate code for your country)

3. Details of Higher Education Entrance Qualification - HZB (*Hochschulzugangsberechtigung*)

(if you have several HZBs, please only indicate the details of your first HZB)

Type of HZB: Year in Which HZB Was Awarded:
(See attachment List of Codes No. 2)

Country Where HZB Was Awarded: Number Plate Code of Town Where Awarded:
(I = National / A = Abroad) (if abroad, the international number plate country code)

4. Details of Studying at the University of Greifswald!

First Degree Course/Type of Degree:

Which Type of Degree Would You Like to Gain? (See attachment List of Codes No. 1)

Which Subjects Would You Like to Study?

Subject(s) (See attachment List of Subjects and Codes)

	application for which semester*	previous semesters	Major Subject (H) Minor 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 write 01; students changing university should enter the number of previously studied subject semesters plus 1 (the semester they are applying for)

Note: The Subject Listed First Defines the Faculty You Belong To.

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

Type of Course: (1 = first degree, 2 = second degree, 3 = postgraduate degree, 4 = specialisation course, 5= PhD degree)

If It Is a PhD Degree, then Type of PhD (see attachment List of Codes No. 5)

Second Degree Course/Type of Degree:

If you would like to take up a second degree course at the University (double degree course), please find the relevant form at <https://www.uni-greifswald.de/studium/mein-studium/formulare/antrag-auf-zulassung-zum-doppelstudium/>

5. Details of Previous University Studies incl. Studies Abroad and in the GDR

Section 5 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
were You Enrolled at First?

_____ (exact name of university)

Number Plate Code

of the University Town:

(if abroad, international number plate country code)

What Type of University was It?

(see attachment - List of Codes No. 3)

Which Semester Did You
Enrol for First?

☐ Summer Semester

☐ Winter Semester /

How Many Semesters Did You Study
at German Universities in Total?

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

How Many of the Semesters Were:

If You Were Enrolled at
Preparatory Courses (Studienkolleg)

-Semesters of Leave (only after first enrolment)

-Practical Semesters (only after first enrolment)

-in Germany, How Many Semesters

How Many Semesters Did You Interrupt
Your Studies in the Degree Course You Are Applying for?

Reason for Interruption:

(see attachment - List of Codes No. 4)

5.2. Details of Previous Studies Abroad (only complete if you have previously studied abroad)

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

	Country Code	Months
1 st Degree:	_ _ _	_ _
2 nd Degree:	_ _ _	_ _
3 rd Degree:	_ _ _	_ _

5.3. Please only complete if you were enrolled at a university in Germany or abroad during the last semester.

Was the University in Germany = I |_|
 Abroad = A _____ (University)

Please Note the Number Plate Code of the University Town (if abroad, internat. number plate country code): |_|_|_|

What Kind of University Was It? |_|_|
 (see attachment - List of Codes No. 3)

Which Type of Degree Did You Wish to Gain There First? (See attachment - List of Codes No. 1) |_|_|

Which Degree Course/Which Subjects Did you Attend There? Completed Subject Semesters
 (See Attachment List of Subjects and Codes)

1ST Subject: _____ |_|_|

2ND Subject: _____ |_|_|

3RD Subject: _____ |_|_|

What Kind of Degree Course Was It? |_| Form of Degree: |_|
 (on-campus degree course = 1, correspondence course = 2) (first degree = 1, second degree = 2)

5.4. Only complete if you have already sat a final examination

Number Plate Code of the University Town / (if abroad, international number plate country code): |_|_|_|

Type of Final Examination: _____

Type of Exam: (e.g. Magister, Diplom - see attachment - List of Codes No. 1) |_|_| _____ (University)

Subject	Date of Examination (Day) (Month) (Year)			Examination Result*	Total Mark
_____	_	_	_ _	_	_ , _ _
_____	_	_	_ _	_	_ , _ _
_____	_	_	_ _	_	_ , _ _
*) BE = passed NB = failed EN = definitively failed					

6. Details of Employment/Work Experience between Gaining Your HZB and Starting Studies

Have You Already Gained a Professional Qualification? (J = yes/N = no) |_| Did You Do an Internship or Traineeship for Your First Degree in the Course You Are Applying For? (J = yes/N = no) |_|

7. (Only to be completed if you are starting a doctoral degree)

Type of Doctorate

(List of Codes No. 5)

__ __

For how many semesters did you interrupt your doctoral studies?

__ __

Reason for interruption:

__

(List of Codes No. 4)

Details of the Doctoral Procedure

Date of confirmation of acceptance as a doctoral candidate

__ __ __ __
(Month) (Year)

Participation in a structured doctoral programme

__ Yes __ No

Employment Relationship at the University

Are you employed as a (academic) member of staff at the University of Greifswald?

__ Yes __ No

Type of Thesis (1 = monograph; 2 = thesis by publication/compilation thesis)

__

8. Tabular CV (can be completed on a separate sheet of paper)

from - to

Work

9. Have You Ever Been Enrolled for the Same or a Subject-Related Degree Course at Another University?

Semester

University

Subject/Type of Degree

(e.g. SS 99 - WS 01/02)

If so,

- if it is the same degree course, consider completing the request form for entering an advanced semester (if advanced subject semesters have restricted admission numbers)
- if it is a related degree course, consider obtaining a notice of transfer of credit and then complete the request form for entering an advanced semester
- if the degree course is not related, check whether previous study credits can be transferred. The request form for transferral of credits has to be presented to the Central Examinations Office within two weeks after the start of the semester (cut-off period).

I request enrolment and confirm the correctness and completeness of the details made in this application. I am aware that falsely made details can lead to the cancellation of enrolment. I have not been expelled from studying due to an offence related to the *Grundgesetz* (Basic Law) and have not definitively failed a preliminary, intermediate or final examination according to the examination regulations in the chosen or subject-related degree course, nor have I definitively failed to fulfil a particular requirement.

I have taken note that important student rights and duties are regulated by the University of Greifswald's *Immatrikulationsordnung* (Enrolment Regulations) and that important information from the University will be sent to me via email to the address allocated to me automatically after enrolment. I am responsible for any disadvantages that may occur from not reading the emails on the email server. I declare that I agree to the electronic processing and storage of the passport photo I have provided for the duration of my studies and that this will be printed on my Student ID Card.

At the same time, my signature confirms that I have received an information sheet on occupational health measures in accordance with the *Biostoffverordnung* (Biological Substances Regulations) - only for students for the degree courses Human Medicine and Dentistry.

Town, Date

Signature

Nur von der Hochschule auszufüllen! (Only to Be Filled in by the University!)

Bearbeitungsvermerk:

- | | | |
|---|---|--|
| <input type="checkbox"/> Identifizierung (Ausweis) | <input type="checkbox"/> Nachweis Eignungsprüfung Kunst oder Musik | <input type="checkbox"/> Exmatrikulationsbescheinigung |
| <input type="checkbox"/> Original oder beglaubigte Kopie der Hochschulzugangsberechtigung | <input type="checkbox"/> StH-Zulassungsbescheid/Zulassung Universität | <input type="checkbox"/> Lichtbild |
| <input type="checkbox"/> Original oder beglaubigte Kopie des Abschlusszeugnisses | <input type="checkbox"/> Krankenversicherungsnachweis | <input type="checkbox"/> Bestätigung der Annahme als Doktorand |

Bearbeiterin/Bearbeiter:

Legal Basis:

The legal basis for the collection of this data is defined in § 7 and 44 of the *Landeshochschulgesetz Mecklenburg-Vorpommern* (State Higher Education Law) from the 25th January 2011 (GVOL M-V 2011, p. 18)

Data processing occurs in accordance with the regulations set out by the *Landesdatenschutzgesetz Mecklenburg-Vorpommern* (State Data Protection Act) in the respective valid version and the University of Greifswald's *Datenschutzsatzung* (Statute on Data Protection) from 11/08/2005.

Advice for Enrolments

Information for Study Applicants

Only fully completed application forms with all necessary corresponding documents and which have been submitted within the deadline period will be processed.

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

Enrolments require the handing in or provision of:

- Application for Enrolment
- Legally attested copy of your higher education entrance qualification (e.g. A-Level certificate, will be returned to you)
- Simple photocopy of your higher education entrance qualification
- Formal proof of health insurance, i.e. certificate from your statutory health insurance company, which you have to provide for enrolment at a university
Students with private health insurance have to provide confirmation that they are exempt from paying statutory health insurance, which can be received from a statutory health insurance company. Proof of private health insurance is not sufficient for enrolment!
- **stamped and addressed** C4 envelope for enrolment applications sent by post
- National ID Card or passport [copy if the enrolment application is 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)
- If you have already studied in Germany: certificate of deregistration from the last university you attended
- Letter of Acceptance (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 Qualification, Fine Arts/B.A. and M.A., Music/B.A., Church Music/Diplom, Musicology/B.A.) - please note the deadlines!
- Confirmation you have undergone the self-examination procedure for teaching qualifications (Career Counselling for Teachers (CCT), www.cct-germany.de) (only for prospective teachers);
- If you are changing university: current certificate of enrolment with notification of the subject semester you are attending and if possible, proof of marks for coursework and examinations taken; 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, PhD or second degrees); for a PhD degree: confirmation of acceptance as a doctoral student (form)
- For international students: proof of sufficient German language skills (DSH 2, Test DaF Level 4, visa for study purposes)

The Semester Fee of a total of € 85.00 must be paid within two weeks after enrolment and stating the Student ID Number. A payment request with indication of the bank details will be given to you on enrolment.

The Semester Fee is made up of the Semester Fee for Student Services (€ 60.00), the student body (€ 11.00) and an administrative fee for enrolments (€ 26.00). The Student Services and student body fees are derived from the respective valid *Beitragsordnung* (contribution regulations) of the Studentenwerk Greifswald and the *Studierendenschaft der Universität Greifswald* (student body of the University of Greifswald).

The foundation for the administrative fee is given in the *Universitätsgebührenordnung* (University's fee regulations) from 08/02/2005 (<https://www.uni-greifswald.de/universitaet/organisation/satzungen-formulare/satzungen/>) and its list of costs, which forms part of the regulations.

Subjects with admission restrictions: see Confirmation of Acceptance for Studies (Zulassungsbescheid)

Where: Students' Registration Office
Rubenowstraße 2, 17489 Greifswald

Opening Hours:

Monday, Thursday, Friday:	9.00 a.m. – 12.00 p.m.
Tuesday:	9.00 a.m. – 12.00 p.m. & 2.00 p.m. – 4.00 p.m.
Wednesday:	closed

* please contact the Students' Registration Office

Issuing of Study Documents after Enrolment:

- immediately: Enrolment Certificate with username and password for the central user account

- approx. one week after payment of the semester fee: After receipt of the semester fee on our bank account, your central log-in details will be activated. First of all, you must change your initial password. Only then will you gain access to all functions of the self-service portal (e.g. email, printing of certificates of enrolment, PC labs).

- Student ID Card: Approximately one week before the start of semester you will receive your Student ID Card by post.

Please note:

Please fill in the Application for Enrolment with care, written in ballpoint pen and clearly legible; please make use of the lists of codes. Please write left aligned and in BLOCK LETTERS. The application is processed by a machine, which saves a significant amount of work and time for the University's administration; however, it thus requires understandable and correct completion, including the indication of the number plate codes for the towns or countries. If the application has not been completed correctly or there are missing documents, you must expect your application will not be processed and that it will be sent back to you for correction or completion; this can cause a significant delay with regards to the issuing of the certificates of enrolment and the Student ID Card.

For degree courses with several (minor) subjects, please regard the rules set out in the examination regulations.

Central Authentication System

The University has introduced a central authentication system for users of the University data network. The aim of the system is to allow users access to all of the available services (email, Moodle, online functions such as exam registration and access to PC labs, e.g. in the Computer Centre) with just one user name (login) and password.

You will receive your login data with the *Semesterblatt*. The password is an initial password, which must be changed the first time you log in. Administer your account at: <https://ums.uni-greifswald.de>

email Address

The University sets up a mailbox on the University's central email server for each student. The login data is sent to you on the *Semesterblatt*. The University sends important information to this email address. You are responsible for any disadvantages that may occur from not reading the emails on the email server.

Master's Degree:

There are special admission requirements in accordance with the respective examination regulations.

Belegbogen (List of Attended Courses)

We suggest you file the student data sheets you receive each semester with the list of courses you have attended, for you to fill out on the reverse (*Belegbogen*); and all certificates of achievements.

Re-Registration Procedure

All students who would like to continue their studies at the University of Greifswald have to re-register for the following semester at the end of the lecture period. Payment of the Semester Fee into our account within the re-registration period counts as re-registration on time. The re-registration periods can be found on the *Semesterblatt*, in emails and on notices; an extra fee will be charged for late re-registration. A leave of absence does not make you exempt from having to re-register. Re-Registration that has not occurred correctly can lead to deregistration!

Lecture Timetables

The lecture timetables can be found online at: <https://his.uni-greifswald.de>. Further information on the classes on offer can be found in the detailed lecture timetables, on the noticeboards or on the webpages of the individual institutes. Any questions regarding the content should be addressed to the respective subject advisor or the office of Academic Counselling and Course Enquiries.

Students Changing University

Please take note of the regulations stated in the examination regulations that apply to your course with regards to the standard time limits for examinations and the possible time limits for their exceedance. If you exceed the time limits for examinations for the respective degree course, the examination(s) count(s) as sat and failed.

Therefore, for **Diplom Degree Courses** please note: Students in these subjects have to register for the *Diplomvorprüfung* (Diplom interim examination) by the end of the 5th subject semester at the latest, if not the examination will be counted as the first attempt and failed. If this is the case, the registration for the interim exam must occur before the end of the 6th subject semester, failure to do so will mean that the Diplom interim examination is counted as definitively failed. It is thus not possible for students who would like to change universities, to enrol for the 7th subject semester without having passed the interim examination, unless they are able to provide valid reasons.

Students, currently in the examination procedure of the interim examination, are advised to first complete their interim examination and then to change universities.

This also applies to the possibility of exceeding the registration period for final Diplom examinations by 2 semesters, which has to occur by the end of the 7th semester of the main degree course.

University of Greifswald

Students' Registration Office

Rubenowstraße 2, 17489 Greifswald

☎: +49 3834 420 1296

email: studsek@uni-greifswald.de

Internet: <http://www.uni-greifswald.de>

Degree Course/Subjects

Diplom, State Examination (Staatsexamen), Magister or Church Examination

Business Administration	Medicine*	
Church Music	Pharmacy*	
Theology, Evangelic	Jurisprudence	
	Dentistry*	

Bachelor of Arts (two subject course)*:

English and American Studies	German Studies	Musicology	Public Law
Baltic Studies	History	Philosophy	Private Law
Fine Arts	Communication Studies	Political Science	Economics
German as a Foreign Language	History of Art	Scandinavian Studies	
Finnish Studies	Music	Slavonic Studies	

Bachelor of Science*:

Bachelor of Arts(one subject course)

Biochemistry	Landscape Ecology and Conservation	Law - Economics - Human Resources
Biology	Business Administration	
Biomathematics	Mathematics with Computer Science	
Geography	Physics	
Geology	Psychology	
Human Biology	Environmental Science	

Teaching Qualifications*:

3rd Subjects : Subsidiary Subjects:

German	Philosophy	Danish Language	German as a Foreign Language	German
English Language	Polish Language	Norwegian Language	Low German	English Language
Geography	Religion, Evangelic	Swedish Language	Polish Language	History
History	Russian Language		Russian Language	Religion, Evangelic
Art and Design	Mathematics*		Mathematics	Philosophy

Study Programmes/Masters

Master of Arts (M.A.)

Master of Science (M.Sc.)

Postgraduate and Intercalated Degrees/ Programmes of Further Study (subject to fees)

Fine Arts*	Biochemistry	Dental Functional Analysis and Therapy with the Aid of Computers/Master of Science
German Literature Studies	Biodiversity and Ecology	Dental Aesthetics and Function/Master of Science
Historical Studies	Biomathematics	Dental Prosthesis /Master of Science
Intercultural Linguistics*	Geosciences and Environment	Clinical Dental CAD/CAM
Culture - Interculturality - Literature	Health Care Management*	Paediatric Dentistry
History of Art*	Human Biology*	Community Medicine and Epidemiologic Research
Organisational Communication	Landscape Ecology and Conservation	
Philosophy	Mathematics	Organ
Political Science	Molecular Biology and Physiology	Organ Improvisation
Slavonic Philology	Sustainable Geography and Regional Development*	Choral Conducting
Language and Communication	Physics*	
Language Diversity	Tourism and Regional Development*	
	Environmental Science*	

* You can only enrol for the first semester of these degree courses/programmes for the winter semester

Further Courses

Studienkolleg (Preparatory Courses)
DSH Language Course

List of Codes 1: Type of Final Examination

a) Final Examinations Available at the University

- 82 Bachelor of Arts (B.A.)
- 85 Bachelor of Arts (B.A. 1 Subject)
- 83 Bachelor of Science (B.Sc.)

- 11 Diplom
- 04 Church Examination
- 25 *Lehramt Gymnasien* (teaching qualification grammar schools)
- 23 *Lehramt Regionalschulen* (teaching qualification secondary schools)

- 88 Master of Arts (M.A)
- 89 Master of Laws (LL.M)
- 87 Master of Science (M.Sc.)

b) other Types of Final Examination

- 02 Magister
- 51 Diplom at a University of Applied Sciences
- 84 Bachelor at a University of Applied Sciences
- 20 *Lehramt Grundschule* (teaching qualification primary schools)
- 27 *Lehramt Berufsschulen* (teaching qualification vocational colleges)
- 24 *Lehramt Haupt-/Realschulen* (teaching qualification for Hauptschulen or Realschulen)
- 59 other qualification at a University of Applied Sciences

- 06 Doctorate
- 08 State Examination (*Staatsexamen/1. Staatsprüfung*) (without teaching examination)
- 94 *Abschlusszeugnis* (passing certificate)
- 96 Final Examination Abroad
- 80 Artistic Examination (*künstlerischer Abschluss*) (basic examination - *Aufbauprüfung*)

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, nur i.V.m. Zeugnis über Ergänzungsprüfung zum Erwerb der allgemeinen Hochschulreife
- 27 Abendgymnasium, einschließlich Lehrgänge an Volkshochschulen (DDR) mit zusätzlichem Fremdsprachenzertifikat
- 29 Kolleg: Institut zur Erlangung der Hochschulreife einschließlich kirchlicher Bildungseinrichtungen (DDR)
- 33 Begabtenprüfung
- 34 Beruflich Qualifizierte
- 35 Abschluss an einer Fachhochschule

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

- 43 Fachgymnasium, Berufliches Gymnasium
- 45 Fachakademie
- 46 Abschluss der Zwischenprüfung (Vordiplom) an einer Fachhochschule
- 49 Abschluss einer Ingenieur- bzw. Fachschule (nur Abschlüsse im Gebiet der DDR)
- 51 Studienkolleg: Studienbewerber mit oder ohne früheren Hochschulzugangsberechtigung-Erwerb im Ausland
- 52 Begabtenprüfung
- 53 Beruflich Qualifizierte
- 55 Sonstige Studienberechtigung
- 92 Studienberechtigung ohne formale Hochschulreife (Eignungsprüfung für Kunst- und Musikhochschulen)

⇒ HZB Gained Abroad

- 39 General Higher Education Entrance Qualification (for Germans and international students, with or without an assessment test (*Feststellungsprüfung*) in Germany, however without having visited a *Studienkolleg* (Preparatory Courses)
- 59 Subject-Related Higher Education Entrance Qualification (for Germans and international students, with or without an assessment test (*Feststellungsprüfung*) in Germany, however without having visited a *Studienkolleg* (Preparatory Courses)
- 17 General Higher Education Entrance Qualification (German school abroad)
- 18 Subject-Related Higher Education Entrance Qualification (German school abroad)

List of Codes 3: Type of University

- U University (able to confer doctorates)
- H *Hochschule* (higher education institution)
- TH *Technische Hochschule* (institute of technology)
- TU *Technische Universität* (institute of technology)
- FH University of Applied Sciences (*Fachhochschule*)
- GH *Gesamthochschule* (old type of university, combining universities and universities of applied sciences)
- PH College of Education
- VF 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

- 1 Higher Education Institution with Right to Confer Doctorates (including cooperation in Germany)
- 2 Higher Education Institution with Right to Confer Doctorates (including cooperation abroad)
- 3 Higher Education Institution with Cooperation with a University of Applied Sciences
- 4 Cooperation with a Research Institute
- 5 Cooperation with the Industry, or other Institute