



Application for Enrolment

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

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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 _____ Given Name(s) _____

Gender ☐ (M = male / W = female / D = diverse) Academic title _____ Date of birth

Place of birth _____ Surname at birth _____

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

if applicable, 2nd 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 *Meldegesetz* _____ (plaintext) ☐ in Germany ☐ Abroad

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 - 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 in which the HZB was awarded: Registration plate code of the town in which HZB was awarded:

(I = in Germany / A = abroad) (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. _____			
2. _____			
3. _____			

*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

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 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 in the last semester.

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

Please indicate the registration plate code of the university town. (if abroad, the international registration plate country code):

What kind of university was it?
(see attachment - List of Codes No. 3)

Which type of degree were you initially aiming to obtain? (see attachment - List of Codes No. 1)

Which degree course/which subjects did you attend there?

Completed
subject semesters

1st subject: _____

2nd subject: _____

3rd subject: _____

What kind of degree course was it?
(on-campus degree course = 1, correspondence course = 2)

Form of degree:
(first degree = 1, second degree = 2)

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

Registration plate code of the university town _____ (if abroad, international registration plate
(plaintext) country code)

Type of degree: _____ (plaintext) (see attachment - List of Codes No. 1)

Subject	Date of examination (Day) (Month) (Year)			Examination result*	Overall mark

*) BE = passed NB = failed EN = failed at final attempt

6. Details of employment/work experience between gaining your HZB and starting studies

Have you previously obtained a vocational qualification? (J=Yes/N=No)

Did you complete an internship or traineeship for the degree course for which
you are applying prior to application? (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 (to be provided on a separate sheet of paper)

9. Have you ever been enrolled for the same or a subject-related or other degree course at another higher education institution?

Semester (e.g. SuSe 99 - WiSe 01/02)	University	Subjects/Type of degree

If so,

if it is the same degree course, consider completing the request form for entering an advanced semester (if advanced subject semesters have admission restrictions)

if it is a degree course in a related subject, 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 achievements can be recognised. The request form for recognition of study achievements has to be presented to the Central Examination Office within six weeks after the start of the semester in which studies were commenced at the University of Greifswald (cut-off period).

I request enrolment and confirm the correctness and completeness of the details made in this application form. I am aware that falsely made details can lead to the cancellation of enrolment. I have not been deregistered from studying due to an offence related to the *Grundgesetz* (Basic Law) and have not failed a final attempt at a preliminary, intermediate or final examination, nor have I failed a final attempt at a required assessment component pursuant to the examination regulations in the chosen or a subject-related degree course.

The enrolment fee as stipulated in the *Universitätsgebührenordnung* (hereinafter University's Fee Regulations) is due on submission of the application for enrolment, even if the application is withdrawn pursuant to § 18 *Immatrikulationsordnung* (hereinafter Enrolment Regulations).

I have taken note that important student rights and duties are regulated by the University of Greifswald's 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 these emails on the University's email server. I declare my consent for the electronic processing and storage of the passport photo I have provided for the duration of my studies and its printing on my Student ID Card.

Students of medicine and dentistry can find the information sheet pursuant to the *Biostoffverordnung* (Biological Agents Ordinance) in German here <https://www.uni-greifswald.de/studium/vor-dem-studium/einschreibung/wichtige-informationen-nach-der-einschreibung/>

Town, Date

Signature

To be completed by the University only!

Bearbeitungsvermerk:

- ☐ Identifizierung (Ausweis)
- ☐ Original oder beglaubigte Kopie der Hochschulzugangsberechtigung
- ☐ Original oder beglaubigte Kopie des Abschlusszeugnisses
- ☐ StH-Zulassungsbescheid/Zulassung Universität

- ☐ Exmatrikulationsbescheinigung
- ☐ Lichtbild
- ☐ Nachweis Eignungsprüfung Kunst oder Musik
- ☐ Bestätigung der Annahme als Doktorand*in

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 Act) of 25 January 2011 (GVOBL 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 version as amended from time to time and the University of Greifswald's *Datenschutzsatzung* (Statute on Data Protection) of 11 August 2005.

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)
- If you have already studied in Germany: Certificate of deregistration from the last university you attended
- 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) (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 st State Examination (without teaching examination) |
| 11 Diplom | 02 Magister theol. |
| 04 Church Examination | 94 Abschlusszeugnis (passing certificate) |
| 21 Lehramt Grundschule (teaching qualification primary schools) | 96 Final examination abroad |
| 25 Lehramt Gymnasien (teaching qualification grammar schools) | 80 <i>Künstlerischer Abschluss</i> (artistic examination) Aufbauprüfung (basic examination) |
| 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

- | |
|---|
| 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 |