

99061003022000, 99061003022000

Apply for enrollment at a university

Heruntergeladen am 15.07.2025

<https://fimportal.de/xzufi-services/379231701/L100001>

Modul	Sachverhalt
Leistungsschlüssel	99061003022000, 99061003022000
Leistungsbezeichnung I	Apply for enrollment at a university
Leistungsbezeichnung II	
Typisierung	4 - Land: Regelung
Quellredaktion	Hessen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Hochschulangelegenheiten (061)
Verrichtungskennung	Bescheinigung (022)
SDG-Informationsbereich	Bildungswesen in einem anderen Mitgliedstaat, einschließlich der frühkindlichen Betreuung, Bildung und Erziehung, der Primar- und Sekundarschulbildung, der Hochschulbildung und der Erwachsenenbildung
Lagen Portalverbund	Studium (1030300)
Einheitlicher	

Modul	Sachverhalt
Ansprechpartner	Nein
Fachlich freigegeben am	28.03.2022
Fachlich freigegeben durch	
Handlungsgrundlage	https://www.rv.hessenrecht.hessen.de/bshe/document/jlr-HSchullmmVHE2010V3P2 https://www.gesetze-im-internet.de/sgb_5/_5.html https://www.rv.hessenrecht.hessen.de/bshe/document/jlr-HSchullmmVHE2010V3P2 https://www.gesetze-im-internet.de/sgb_5/_5.html
Teaser	Would you like to study at a German university? Apply for enrollment.
Volltext	When you enrol in a degree program, you become a member of a university. As a student, you can take part in courses and examinations in order to obtain an academic degree.
Erforderliche Unterlagen	<ul style="list-style-type: none"> • Completed application form • Proof of a higher education entrance qualification valid in Hesse in the form of a certified copy of a school report or proof of having passed a relevant entrance examination • In the case of school education from abroad, proof of German language skills may be required for German-language degree programs • Proof of previous periods of study if you have previously studied at a university in the EU • A certificate of acceptance from the university if you wish to obtain the academic degree of doctor • Special proof of competence depending on the degree course, for example a sports aptitude test, professional experience, additional language skills such as Latin or English
Voraussetzungen	<ul style="list-style-type: none"> • You have informed yourself about the study options and made your choice. • You must complete an application for enrollment in full and submit it by the deadline. • As a rule, you must provide proof of a completed school education that entitles you to study, or you must take an entrance examination. • You must have statutory health insurance or be

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exempt from statutory health insurance.

- You must pay a semester fee.
- If you wish to enrol for a degree program with special admission requirements or restrictions, you must have been admitted by the university before enrolling.

Kosten

The semester fee must be paid upon enrollment. The amount of the fee varies from university to university and is set anew for each semester. It depends on various factors. The largest component is usually a semester ticket, if one is offered by the respective university. Other components are, for example, contributions to the student union, the student body and an administration fee. Payment must be made within a deadline set by the university.

Verfahrensablauf

- You must be enrolled in order to start studying at a university. To do this, you must submit an application for enrollment to the university.
- Complete the application for enrollment in full and submit it in the form requested by the university together with the required documents.
- The application and documents will be checked for completeness by the responsible university office.
- You must also have paid the semester fee before you can be enrolled.
- If you meet all the requirements, you will be enrolled in the university's degree program.
- You will receive a certificate of enrollment.

Bearbeitungsdauer

On average, processing takes place within two weeks of receipt of the complete documents, provided that the admission requirements are met. If the number of applications is high, the processing time may be significantly longer. There is no statutory processing deadline.

Frist

The application deadlines are set by the respective university. Please contact the university of your choice to find out about the current deadlines for enrolment, for example in the letter of admission, on the applicant portal and on the website of the respective university.

weiterführende Informationen

Modul	Sachverhalt
Hinweise	<p>https://www.hochschulkompass.de/studium https://www.hochschulkompass.de/studium</p>
Rechtsbehelf	<p>You can withdraw from enrollment within a period set by the university. Depending on the university, this may incur a fee.</p> <p>The university will refuse enrollment if the application requirements have not been met.</p> <p>If the university issues a decision on this, an appeal can be lodged against the decision (refusal of enrollment). If the appeal is not upheld, a complaint can be filed with the competent administrative court.</p>
Kurztext	<ul style="list-style-type: none"> - You must apply for enrollment at a university via the respective application portal. - If no application portal is available, you will find the procedure on the website of the respective university. - An officially certified copy of the school report or a passed relevant entrance examination must be submitted as proof. - Proof of current health insurance is also required for enrollment. - In the case of school education from abroad, proof of German language skills may be required for German-language degree courses. - Proof of previous periods of study must be provided if you have previously studied at a university in the EU. - If you wish to obtain a doctorate, you must submit a certificate of acceptance from the university. - Depending on the degree course, special skills and knowledge must be demonstrated, for example language skills such as Latin or English. - The semester fee must be paid in advance. The amount of the fee varies depending on the university.

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	<ul style="list-style-type: none"> - The university will check the application for enrollment and the documents for completeness. - If you meet all the requirements, you will be enrolled as a student on the course at the respective university. - A certificate of enrollment will be issued. - The university at which enrollment is requested is responsible.
Ansprechpunkt	
Zuständige Stelle	
Formulare	<p>Forms/online services available: Yes</p> <p>Written form required: Yes</p> <p>Informal application possible: No</p> <p>Personal appearance necessary: No</p>
Ursprungsportal	Einschreibung zum Studium an einer Hochschule beantragen, Apply for enrollment at a university