

99061003022000, 99061003022000

# Apply for a certificate of enrollment

Heruntergeladen am 15.07.2025

<https://fimportal.de/xzufi-services/384261907/L100008>

Modul	Sachverhalt
Leistungsschlüssel	99061003022000, 99061003022000
Leistungsbezeichnung I	Apply for a certificate of enrollment
Leistungsbezeichnung II	
Typisierung	4 - Land: Regelung
Quellredaktion	Sachsen-Anhalt
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Hochschulangelegenheiten (061)
Verrichtungskennung	Bescheinigung (022)
SDG-Informationsbereich	
Lagen Portalverbund	Studium (1030300)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	22.04.2020

Modul	Sachverhalt
Fachlich freigegeben durch	Ministry of Economic Affairs, Science and Digitalization
Handlungsgrundlage	<a href="https://www.landesrecht.sachsen-anhalt.de/perma?j=H_SchulG_ST_%21_29">https://www.landesrecht.sachsen-anhalt.de/perma?j=H_SchulG_ST_%21_29</a> <a href="https://www.landesrecht.sachsen-anhalt.de/perma?j=H_SchulG_ST_%21_29">https://www.landesrecht.sachsen-anhalt.de/perma?j=H_SchulG_ST_%21_29</a>
Teaser	You are only a student once you have enrolled. Find out more about the requirements.
Volltext	<p>When you enrol, you become a member of the university.</p> <p>If you apply to study at a university and meet all the requirements for admission, you will be enrolled.</p> <p>There is a general requirement for studying - the university entrance qualification. This is, for example, a high school diploma or other school qualification.</p> <p>In addition, each university determines the other requirements for each subject. These are, for example, a numerus clausus (NC) and a passed aptitude test.</p> <p>The certificate of enrolment is proof that you are a student at a university. You will usually also receive a student ID card with your enrolment certificate, which can also be used as proof.</p>
Erforderliche Unterlagen	<p>Before you are enrolled, you must first apply for a degree course. When you apply, you must submit a number of documents that are also important for enrollment.</p> <p>Important documents are</p> <ul style="list-style-type: none"> <li>• Certificate of higher education entrance qualification or comparable qualification</li> <li>• Identity card or passport</li> <li>• Proof of health insurance</li> <li>• Proof that you have paid all semester fees and tuition fees</li> <li>• Passport photo</li> <li>• Certificate of exmatriculation, if applicable</li> </ul>

Modul	Sachverhalt
Voraussetzungen	<ul style="list-style-type: none"> <li>• You have fulfilled the school requirements for your desired course of study</li> <li>• You have paid all fees and charges on time</li> <li>• You have not been exmatriculated for this degree program</li> <li>• You speak German very well</li> </ul>
Kosten	You must pay the semester contribution and tuition fees.
Verfahrensablauf	
Bearbeitungsdauer	
Frist	You must submit all documents for enrollment by a certain deadline. The university will inform you of this deadline in writing.
weiterführende Informationen	
Hinweise	<p>To study in Saxony-Anhalt, you need to speak German very well. Martin Luther University Halle-Wittenberg and Anhalt University of Applied Sciences have founded a state preparatory college. Its aim is to prepare foreign students in particular for university studies and to provide them with the necessary German language skills.</p> <p>Enrolment establishes membership of a university. The end of membership is determined by exmatriculation.</p>
Rechtsbehelf	
Kurztext	
Ansprechpunkt	The university will issue you with a certificate of enrollment.
Zuständige Stelle	
Formulare	
Ursprungsportal	Immatrikulationsbescheinigung beantragen, Apply for a certificate of enrollment