

99061003022000

Registering for the Course of Study - Enrolment

Heruntergeladen am 15.07.2025

<https://fimportal.de/xzufi-services/750-99061003022000/L100022>

Modul	Sachverhalt
Leistungsschlüssel	99061003022000
Leistungsbezeichnung I	Registering for the Course of Study - Enrolment
Leistungsbezeichnung II	Registering for the Course of Study - Enrolment
Typisierung	4 - Land: Regelung
Quellredaktion	Baden-Württemberg
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher Ansprechpartner	

Modul	Sachverhalt
Fachlich freigegeben am	
Fachlich freigegeben durch	
Handlungsgrundlage	<ul style="list-style-type: none"> • § 60 Landeshochschulgesetz (LHG) (Zulassung, Immatrikulation) • § 63 Landeshochschulgesetz (LHG) (Ausführungsbestimmungen)
Teaser	<p>After a successful application for a place of study, you will receive a notification of admission. With the same post you will normally also be sent the registration documents and a deadline will be named by which you will have to register (enrol) at the institution of higher education.</p>
Volltext	<p>After a successful application for a place of study, you will receive a notification of admission. With the same post you will normally also be sent the registration documents and a deadline will be named by which you will have to register (enrol) at the institution of higher education.</p>
Erforderliche Unterlagen	<p>Please inquire in good time at your institution of higher education which documents are required for your enrolment. The following documents are generally required for the first enrolment:</p> <ul style="list-style-type: none"> • Notification of admission • A completed declaration that the place of study will be accepted • Original or certified copy of the higher education admission authorisation • Valid identity card or passport • Health certificate • Birth certificate (photocopy), if applicable marriage certificate • Proof of study capability if there is an existing employment status, employment contract or apprenticeship (e.g. confirmation of length of service in company, dissolution contract) • for a course of study at the Cooperative State University: Training contract with a training centre approved by the relevant academy of study • Record of study with a remark that you have been

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	<p>removed from the register of students, if there was a registration at another institution of higher education</p> <ul style="list-style-type: none"> • Proof of student health insurance and nursing care insurance • Receipts for the paid Student Union Contribution (The Student Union Contribution can possibly also be paid in cash on site. Further information on the Student Union Contribution can be obtained in Section Financing your Study.) • Receipts for the administration cost contribution of 40 euros (the administration cost contribution can possibly also be paid in cash on site.) • Receipt for the paid tuition fees of 500 euros (The tuition fees can possibly also be paid in cash on site.) • for foreigners (not foreign students treated as Germans for educational purposes) Proof of German language proficiency Residence permit (Visa, Residence Permit or Residence Permit-EU for students) • Photographs (normally two passport photographs 45 x 35 mm) • Curriculum Vitae
Voraussetzungen	Written acceptance of the place of study in due time
Kosten	Social insurance contribution/Semester contribution and administration costs contribution: the contribution amount differs from one institution of higher education to another, however on the whole they amount between 120,00 and 180,00 euros
Verfahrensablauf	<p>Enrolment requires your presence in person or for you to be represented by an authorised representative.</p> <p>Once you have successfully enrolled, you are registered as a student at the respective institution of higher education. A Student ID Card and confirmation of enrolment will be issued as a confirmation for the current semester. After enrolment you can start allocating subjects, if this is not specified by the institution of higher education.</p> <p>At the beginning of each semester you have to register yourself again. This can be carried out online depending on the institution of higher education.</p>
Bearbeitungsdauer	none

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Frist	The deadlines to notify that you will accept the place of study is noted on the notification of admission.
weiterführende Informationen	
Hinweise	
Rechtsbehelf	
Kurztext	
Ansprechpunkt	
Zuständige Stelle	
Formulare	
Ursprungsportal	