

99061003022000, 99061003022000

Apply for enrollment to study at the university

Heruntergeladen am 15.07.2025

<https://fimportal.de/xzufi-services/217551734/L100038>

Modul	Sachverhalt
Leistungsschlüssel	99061003022000, 99061003022000
Leistungsbezeichnung I	Apply for enrollment to study at the university
Leistungsbezeichnung II	
Typisierung	4 - Land: Regelung
Quellredaktion	Thüringen
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)

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Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	24.08.2023
Fachlich freigegeben durch	Thuringian Ministry for Economy, Science and Digital Society
Handlungsgrundlage	https://www.landesrecht.thueringen.de/bsth/document/jlr-HSchulGTH2018pP72 https://www.gesetze-im-internet.de/sgb_5/_5.html https://www.landesrecht.thueringen.de/bsth/document/jlr-HSchulGTH2018pP72
Teaser	You would like to study at a German university? Then apply for enrollment.
Volltext	Submit an application for enrollment, the so-called matriculation. As confirmation of enrollment, you will receive an enrollment/study certificate. As a student, you can participate in courses and examinations in order to obtain an academic degree and have all student rights and obligations. When you enroll in a degree program, you become a member of that university.
Erforderliche Unterlagen	<ul style="list-style-type: none"> • Completed enrollment application (At the GeraEisenach Cooperative State University, you must submit a training contract with a training facility approved by the university. This also counts as an application). • If applicable, letter of admission • proof of a valid university entrance qualification • proof of knowledge of the language of instruction of the course of study (German/English) must be submitted • Proof of previous periods of study and a copy of a certificate of exmatriculation, if you have previously studied at a university in Germany • Proof of completed university studies if you wish to apply for or enroll in advanced or postgraduate degree programs • a certificate of acceptance from the university if you wish to obtain the academic degree of doctor • Special proof of competence depending on the course of study, e.g. sports aptitude test, work

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	<p>experience, further language skills such as Latin or English</p>
Voraussetzungen	<ul style="list-style-type: none"> • As a rule, you must provide proof of a completed school education that entitles you to study at a university or you must have a separate study authorization. • You must have statutory health insurance or be exempt from compulsory health insurance and have this notified digitally by a statutory health insurance company as part of the enrollment process. • You must pay a semester contribution and any fees, if applicable. • If you wish to study a degree program with special admission requirements or restrictions, you must meet the admission requirements and have been admitted by the university before enrolling. • If you wish to study at the Gera-Eisenach Cooperative State University, you must provide evidence of a training contract with a training facility (practice partner) approved by the university. You will be covered by statutory health insurance through the practice partner.
Kosten	<p>The application for enrollment also as a prerequisite for obtaining a certificate of enrollment is free of charge.</p> <p>Payment of the semester fee must be made within the deadline set by the university and proof of payment is usually required when applying for enrollment.</p>
Verfahrensablauf	<p>In order to start studying at a university, you must be enrolled. To do this, you must submit an application for enrollment at the university. At the Duale Hochschule Gera-Eisenach, the submission of the training contract counts as an application.</p> <p>Complete the application for enrollment in full and submit it in the form requested by the university with the required documents.</p> <p>The application and the documents will be checked by the responsible office for completeness.</p>

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	<p>Furthermore, you must request an electronic health insurance registration from a statutory health insurance company.</p> <p>In order for you to be enrolled, you must also have paid the semester fee.</p> <p>If you meet all the requirements, you will be enrolled in the corresponding degree program.</p> <p>You will receive a certificate of enrollment or you can generate your own certificate of enrollment in the online portal after re-registration.</p>
Bearbeitungsdauer	If all requirements are met, the application is usually processed within two weeks of receipt of the complete documents. In the event of a high volume of applications, the processing time may be longer. There is no standard processing period.
Frist	The application periods are determined by the respective university. Please inform yourself about the current deadlines for enrollment, for example in the admission letter, on the applicant/application portal and on the university's website.
weiterführende Informationen	https://www.hochschulkompass.de/studium https://www.hochschulkompass.de/studium
Hinweise	
Rechtsbehelf	If the decision of the university is not changed in your favor, a complaint can be filed before the competent administrative court.
Kurztext	<ul style="list-style-type: none"> • Enrollment Certificate • Enrollment at a university must be applied for via the respective application portal. • If there is no application or application portal, you can find the procedure and the corresponding application form on the university's website. • Required documents: Proof of a valid university entrance qualification - Necessary for enrollment is the digital notification of a statutory health insurance about the insured status. At the Duale Hochschule Gera-Eisenach this proof is provided with the

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submission of the training contract. In the case of schooling from abroad, proof of language skills in German may be required for German-language courses of study. Proof of previous study periods must be submitted if you have previously studied at a university. In this case, a copy of the last exmatriculation certificate must also be enclosed. Proof of completed university studies if you wish to apply for advanced or postgraduate courses. If the academic degree of doctor is to be achieved, a certificate of acceptance from the university must be submitted. Depending on the course of study, evidence of special skills and knowledge may be required, for example, language skills such as Latin or English.

- Procedure: The semester fee must be paid in advance as requested by the university; proof of payment made must be provided. The amount of the fee differs depending on the university. If all requirements are met, enrollment in the corresponding course of study at the university takes place. A certificate of enrollment, called a matriculation certificate or certificate of study, is provided upon successful completion of enrollment.
- Applying for enrollment and receiving a certificate of enrollment are free of charge.
- If all requirements are met, the application is usually processed within two weeks of receipt of the complete documents. In the case of a high volume of applications, the processing time may be longer.
- responsible: respective university

Ansprechpunkt

Please contact the respective university.

Zuständige Stelle
Formulare
Ursprungsportal

Einschreibung zum Studium an der Hochschule beantragen, Apply for enrollment to study at the university