

99061003022000, 99061003022000

Enrollment Certificate

Heruntergeladen am 15.07.2025

<https://fimportal.de/xzufi-services/101702875/L100041>

Modul	Sachverhalt
Leistungsschlüssel	99061003022000, 99061003022000
Leistungsbezeichnung I	Enrollment Certificate
Leistungsbezeichnung II	
Typisierung	4 - Land: Regelung
Quellredaktion	Brandenburg
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	22.03.2019
Fachlich freigegeben durch	Ministry of Science, Research and Culture of the State of Brandenburg
Handlungsgrundlage	Enrolment regulations of the respective university https://bravors.brandenburg.de/gesetze/bbghg#14 https://bravors.brandenburg.de/gesetze/bbghg#14
Teaser	You can apply for enrolment in a course of study at the respective university.
Volltext	After a successful application for a study place, you will receive a letter of admission. As a rule, the enrolment documents are also sent out at the same time. You must return these documents by a certain date in order for enrollment to take place.
Erforderliche Unterlagen	In addition to the enrollment application, the university may request further documents for initial enrollment, such as: • Note of authorization • Completed declaration that the study place is accepted • Original or certified copy of the university entrance qualification • Birth certificate, marriage certificate if applicable • Proof of ability to study if there is a service, employment or training relationship (e.g. certificate of service, termination contract) • Study book with exmatriculation note, if you were enrolled at another university • Proof of student health insurance and long-term care insurance • health certificate (from the family doctor) • Receipts for paid student union fees (This can also be paid in cash on site.) • Receipt for paid administrative fee • Photos (usually two photos in 45 x 35 mm passport format) • Curriculum vitae

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	Foreign applicants who did not obtain their university entrance qualification in Germany also need: • Proof of German language proficiency • Residence permit (student visa) Note: Please check with your university in good time which documents are required for your enrollment.
Voraussetzungen	• Note of authorization • Timely written acceptance of the study place
Kosten	All courses of study at the universities of the state of Brandenburg (with the exception of continuing education courses) do not charge tuition fees. However, you will have to pay the following fees and fees when you enroll: • Semester fees of the Studentenwerke, • Contributions from the student body (General Student Committee - AStA), • Fees for the semester ticket, • Enrolment and re-registration fees as well as • administrative fees in some cases. The specific amount of contributions varies between universities. Further information can be found on the websites of the universities.
Verfahrensablauf	• Enrollment usually takes place online or by post, only rarely is it necessary to appear in person. • Transfer the semester fee to receive the study documents (semester ID and enrolment certificates for the current semester). • When you enroll, you are registered as a student of the respective university. • You can now take your subjects, unless otherwise prescribed by the university. • For each new semester, you must re-register by the deadline.
Bearbeitungsdauer	
Frist	noted on the letter of admission

Modul

Sachverhalt

weiterführende Informationen

<https://www.uni-potsdam.de/studium/zugang/uebersicht.html>
<https://www.europa-uni.de/de/studium/studienvorbereitung/Information-zum-Einschreiben/index.html>
<https://www.filmuniversitaet.de/studium/studienorganisation/immatrikulation-rueckmeldung>
<https://www.fh-potsdam.de/studium-weiterbildung/bewerbung/bewerbungs-immatrikulationsverfahren/immatrikulation>
<https://www.hnee.de/de/Studium/Infos-zum-Studium/Formulare-und-Antraege/Formulare-und-Antraege-K1144.htm>
<https://www.th-brandenburg.de/studium/bewerbung-und-einschreibung/immatrikulation/>
<https://www.th-wildau.de/studieren-weiterbilden/bewerbung/>
<https://www.b-tu.de/myBTU/>
<https://www.uni-potsdam.de/studium/zugang/uebersicht.html>
<https://www.europa-uni.de/de/studium/studienvorbereitung/Information-zum-Einschreiben/index.html>
<https://www.filmuniversitaet.de/studium/studienorganisation/immatrikulation-rueckmeldung>
<https://www.fh-potsdam.de/studium-weiterbildung/bewerbung/bewerbungs-immatrikulationsverfahren/immatrikulation>
<https://www.hnee.de/de/Studium/Infos-zum-Studium/Formulare-und-Antraege/Formulare-und-Antraege-K1144.htm>
<https://www.th-brandenburg.de/studium/bewerbung-und-einschreibung/immatrikulation/>
<https://www.th-wildau.de/studieren-weiterbilden/bewerbung/>
<https://www.b-tu.de/myBTU/>

Hinweise

Rechtsbehelf

Kurztext

- Applying for enrolment in a higher education institution to become a student there
- Most important requirements: Letter of admission, written declaration of acceptance of study place
- Responsible: respective university

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	• Application required (usually fill out the PDF form on the website) • Written form required (signature) • further documents(depending on university) • Contributions and fees, (Amount depends on university)(e.g. semester fee and ticket, AStA) • Observe different deadlines and dates
Ansprechpunkt	
Zuständige Stelle	the respective university
Formulare	• Forms: yes • Online procedure possible: partial • Written form required: yes • Personal appearance required: rare • Confidence level: substantial
Ursprungsportal	Immatrikulation Bescheinigung, Enrollment Certificate