

APPLICATION OF ENROLMENT AT THE UNIVERSITY OF ROSTOCK



FOR WINTER SEMESTER /

SUMMER SEMESTER

The application of enrolment can only be processed for courses of study without pre-approval and after successful application and approval for the approval-restricted courses of study.

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Student Identification Number:
(assigned by the University of Rostock)

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Application Number:
(only for courses of study requiring pre-approval -
given after approval has been granted)

The following information will be processed by computer and statistically evaluated. Your application can only be processed when all information fields have been completely and clearly filled.

Personal Information

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Name

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First Name

male

female

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name Suffix/Title

Date of Birth

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Place of Birth

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Name at time of birth (if different from current name)

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Nationality

Home Address (address registered according to Citizen registration law)

Please mark if this address is also your mailing address.

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Street (abbreviated if necessary) and house number

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Additional information (c/o, apartment number, etc.)

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Zip Code

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

City

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Country (if home address is outside of Germany)

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Telephone number

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Mobile phone number

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E-mail address

Semester Address (Address during course of study)

Please mark if this address should be the mailing address.

[Grid for Street and house number]

Street and house number

[Grid for Additional information (c/o, apartment number, etc.)]

Additional information (c/o, apartment number, etc.)

[Grid for Zip Code]

Zip Code

[Grid for City]

City

[Grid for Telephone number]

Telephone number

[Grid for E-Mail address]

E-Mail address

Information regarding university entrance qualification

[Grid for Previous schooling (i. e. advanced secondary school, evening school, comprehensive school, "Studienkolleg")]

Previous schooling (i. e. advanced secondary school, evening school, comprehensive school, "Studienkolleg")

[Grid for Date of attendance]

Date of attendance

[Grid for City, Country (if outside of Germany)]

City, Country (if outside of Germany)

Health Insurance

(Please supply proof of insurance according to state regulation (SKV-MV) § 2. Please refer to the directions at the end of the application form)

[Grid for Insurance Provider]

Insurance Provider

[Grid for Headquarters of insurance provider]

Headquarters of insurance provider

[Grid for Firm number (taken from the insurance provider form)]

Firm number
(taken from the insurance provider form)

[Grid for Insurance policy number]

Insurance policy number

Information regarding desired course of study

Type of study:

First course of study

Doctoral course of study
(completion of college or university studies required)

Second course of study
(completion of college or university studies required)

Correspondence Course/Long-distance learning

Additional or post graduate course of study
(completion of college or university studies required)

Degree/Diploma

Bachelor

Diploma

Teaching Certification High School/Advanced Secondary School

Baccalaureate

Ph.D.

Teaching Certification Secondary School

Master

Exchange program

Teaching Certification Primary School

"Magister"

State exams

Teaching Certification for handicapped

1. Course of Study or Subjects for Teaching Certification and Baccalaureate courses

<input type="text"/>	<input type="text"/>	<input type="text"/>
1 st Subject of study	Semester*	area of specialization ¹
<input type="text"/>	<input type="text"/>	<input type="text"/>
2 nd Subject of study	Semester*	area of specialization ¹
<input type="text"/>	<input type="text"/>	<input type="text"/>
3 rd Subject of study	Semester*	area of specialization ¹

- * New students please mark 01 here
- * Students continuing studies please give the next highest semester. This is one more than the number of completed semesters.
- * Students with completed semesters in another subject of study, please mark the semester corresponding with classification awarded for the University of Rostock and include proof of completion.
- 1 Please note your area of emphasis when choosing "history" or "romance languages" as a course of study.

If applicable, 2nd course of study or for teaching certification and Baccalaureate courses subjects studied

<input type="text"/>	<input type="text"/>	<input type="text"/>
1 st Subject of study	Semester*	area of specialization ¹
<input type="text"/>	<input type="text"/>	<input type="text"/>
2 nd Subject of study	Semester*	area of specialization ¹
<input type="text"/>	<input type="text"/>	<input type="text"/>
3 rd Subject of study	Semester*	area of specialization ¹
<input type="text"/>		
Desired degree		

Previous Studies

(Please fill out only if you have completed studies at another university or college.)

not applicable

At which university or college in Federal Republic of Germany (including those of the GDR) were you formerly enrolled?

Name of the university or college

<input type="text"/>	<input type="text"/>	or	<input type="text"/>	<input type="text"/>
Summer Semester	Year		Winter Semester	Year

Type and length of studies

Course/Subject of study	University/College, City	Length of attendance (i. e. WS 95 to SS 97)	Number of Semesters

What is the total number of semesters you were enrolled at a German university or college (including semesters you took a leave of absence)?

Total number of semesters you took a leave of absence

Were you enrolled in the former GDR including Berlin (East) (before WS 1990/91)? If so give number of semesters.

Have you conclusively failed to pass an exam in the course of study you are applying for?

YES

NO

Degrees from Universities

Have you completed a course of study successfully?

YES

NO

Last Degree

Degree (i. e. Bachelor, "Magister", etc.)

1st Subject

Semesters

If applicable 2nd Subject

Semesters

If applicable 3rd Subject

Semesters

Date of completion (according to certificate)

If applicable, other previous degrees

Degree (i. e. Bachelor, "Magister", etc.)

1st Subject

Semesters

If applicable 2nd Subject

Semesters

If applicable 3rd Subject

Semesters

Date of completion (according to certificate)

Additional universities or colleges (only for approved second enrolment)

University for second enrolment

Activities prior to enrolment

(only for the period of time between obtaining university entrance qualification and first enrolment at a university)

Vocational training (completed successfully)

Length in months

Internship in desired field of study

Length in months

Internship in second field of study

Length in months

Additional work experience (no part-time or holiday employment)

Length in months

Total period of practical employment or occupation

Length in months

Study Abroad (in current field of study)

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Country

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Length in months

Additional Information (i. e. disabilities, etc.)

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The following documents are to be included with this application:

(Please read carefully, tick appropriate documents and enclose them.)

- | | |
|--|---|
| <p><input type="checkbox"/> original, authenticated copy of the university entrance qualification</p> <p><input type="checkbox"/> original, authenticated copy of university degree</p> <p><input type="checkbox"/> copy of valid passport or personal identification document</p> <p><input type="checkbox"/> authenticated copy of satisfactory German knowledge (DSH) or adequate examination</p> <p><input type="checkbox"/> copy of admission acceptance</p> <p><input type="checkbox"/> Proof of health insurance: students in the standard public health insurance companies will need a 3-fold form for students enrolled at a university. Those who are privately insured need a letter from their individual company stating they are exempt from the public health insurance system.</p> <p><input type="checkbox"/> Copy of exmatriculation</p> <p><input type="checkbox"/> accepted transcript of records</p> <p><input type="checkbox"/> Latest/current confirmation of course registration</p> <p><input type="checkbox"/> Sport doctor’s approval</p> <p><input type="checkbox"/> Confirmation from doctoral advisor regarding doctoral degree</p> <p><input type="checkbox"/> Proof from former employer, that you have no further duties or obligations</p> | <p>To be submitted by:</p> <p>- all applicants (except for doctoral and candidates for second study)</p> <p>- all applicants for doctoral or second study</p> <p>- all applicants, foreign students (except EU citizens), please provide valid visa or residence permit</p> <p>- all foreign students (except for those with a German Abitur</p> <p>- for approval restricted courses of study and foreign students from non EU-countries</p> <p>- all applicants</p> <p>- all applicants who have previously studied</p> <p>- applicants for entrance in a higher semester without entrance restrictions</p> <p>- all applicants enrolled/formerly enrolled at a German university</p> <p>- for enrolment in sport studies</p> <p>- applicants for a doctorate</p> <p>- applicants who are currently employed or serve in the army/do community service</p> |
|--|---|

For every application **two stamped** (corresponding to appropriate post tariffs) **self-addressed envelopes** are to be included (**C4 with address window** and **C6 long envelope with window**)

Telephone information requests regarding application cannot be answered. **Upon successful processing of your application, you will receive a confirmation of enrolment with the request to pay your semester fee immediately into the university's account by stating your student identification number (which is your reference on the transfer form) provided on the confirmation of course registration.**

Statement

I apply for enrolment in accordance with the above information and insure that:

- all information given is true,
- I have not failed any examinations that are prescribed through the examination rules in the course of study I am applying for,
- I have not been excluded from study at a university in Germany and there are not proceedings against me that are currently underway,
- I will not be enrolled at another university in Germany (exception – cooperation with the HMT) in the semester for which I am applying.

I am aware, that incomplete applications can not be processed and untruthful information could lead to exclusion from university studies.

I agree to the electronic processing of the above information.

Place/Date

Signature

Legal Basis

The legal foundation for the inquiry of administrative data is the law regarding statistics for universities (Hochschulstatistikgesetz) as well as state law for Mecklenburg-Vorpommern from 05.07.2002 § 7 (Landeshochschulgesetz) in connection with the enrolment and registration rules of the University of Rostock.

This application cannot be processed in the case of inadequate or incomplete applications, missing documents as well as missing signatures. The application will be sent back for correction or completion. The processing time will thereby be greatly delayed.

The application is to be sent to:

**Universität Rostock
Dezernat Akademische Angelegenheiten
Studentensekretariat
18051 Rostock**

The Student Secretary's office is located at:

**Schwaansche Straße 5
Tel.-Nr.: (03 81) 4 98 1230**

Students who are already currently students of the University of Rostock please report to the Student Secretary's Office **for transfer**. In this case, the current available paper documentation is to be submitted.