



**Application for enrollment as a doctoral student**  
for  winter semester \_\_\_\_\_  summer semester \_\_\_\_\_

**Declaration of exemption from compulsory enrollment due to employment as a doctoral student at the University of Tübingen**

<p><b>Please note the following points when filling in the form:</b></p> <p>Only <b>fully</b> completed and signed applications can be processed. Please write <b>legibly</b> in large block letters and enclose <b>all</b> necessary documents with the application.</p> <p>Please write your name on the back of the photo for your student identity card (if you are not yet enrolled at the University of Tübingen).</p> <p><b>If you are applying for enrollment as a doctoral student and are already enrolled in Tübingen, please fill out nos. 1 and 4 only.</b></p>	<b>Office use only: (do not fill in)</b>	
	Posteingangsstempel:	<b>Matrikelnummer</b> WIRD BEI DER EINSCHREIBUNG VERGEBEN
	<b>Terminverlängerung:</b>	
	<b>Datenerfassung:</b>	
	<b>Chipkarte erstellt / versandt am:</b>	
	<b>Sonstige Vermerke:</b>	
	<p><b>Art der Registrierung (Promotionsstatistik)</b>                  Erstregistrierung: <input type="checkbox"/>                  Neuregistrierung: <input type="checkbox"/>                  aktive Fortsetzung: <input type="checkbox"/>                  Beurlaubung / Unterbrechung: <input type="checkbox"/>                  Befreiung: <input type="checkbox"/></p>	<b>voraussichtliches Ende der Promotion:</b>

**1. Personal details and address (so we can send post to you)**

<b>Family name:</b>			
<b>Given name:</b>			
<b>Student ID number:</b>	If you have previously studied at the University of Tübingen, enter your previous student ID number here.		
<b>Sex:</b>	<input type="checkbox"/> male	<input type="checkbox"/> female	<input type="checkbox"/> diverse
<b>Date of birth:</b>		<b>Name at birth:</b>	
<b>Place of birth:</b>			
<b>Nationality:</b>	(please indicate the international vehicle registration code)		
<b>Street, house no.:</b>			
If your name is <u>not</u> on the mailbox:	C/O		

<b>Postcode, town:</b>	
<b>Email address:</b> (required)	
<b>(Mobile) phone:</b> (helpful for queries)	

## 2. Higher Education Entrance Qualification (HEEQ)

Type of HEEQ: (e. g. Abitur, High School Diploma, A-Levels)		(incl. Studienkolleg [preparatory program])
Year qualification obtained:		
Place qualification obtained:	(please give international vehicle registration code)	
state & district in which qualification obtained:	State	District

## 3. Previous studies (please provide full details of your previous studies and the degrees you have obtained in Germany and abroad)

List no.	Name of university	State or country (int'l. vehicle registration code)

no.	enrolled from (month/year)	to (month/year)

no.	degree program	type of degree



► **The following documents must be included with the application for enrollment:**

- Certificate(s) / document(s) proving higher education entrance qualification (Hochschulzugangsberechtigung, HZB): Simple copy(s) of the higher education entrance qualification required for university studies in Baden-Württemberg. In some cases, further documents will be required, as applicable: - Certificate of recognition of non-German qualifications from the Zeugnisanerkennungsstelle beim Regierungspräsidium - Result of the Deltaprüfung language test (incl. advanced technical college entrance qualification/ subject-restricted higher education entrance qualification) - Bachelor's degree certificate/ Diploma certificate
  - Degree certificate(s) of completed Bachelor's program(s) (simple copies)
  - Degree certificate(s) of study program entitling the holder to commence doctoral studies (Master, state examination/Staatsexamen, Diplom, Magister – simple copies)
  - Certificate(s) of termination of enrollment from other German higher education institution(s) with details of previous periods of study (number of university semesters and semesters on leave of absence, start and end of studies) - simple copy - alternatively: confirmation of course of studies with details of previous periods of study (number of university semesters and semesters on leave of absence, start and end of studies) from the German higher education institution(s) previously attended, noting final discharge
  - Acceptance as a doctoral candidate from the faculty (simple copy)
  - Current passport photo - note your given name and family name on the back - does not have to be biometric
  - Simple copy of valid identity card or passport with clearly visible photograph, family name, given name and date of birth
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► **If you are already enrolled at the University of Tübingen and would now like to change to a doctoral program, the following documents must be included with the application to enroll:**

- Degree certificate(s) of previous study program, entitling the holder to commence doctoral studies (Master, state examination/Staatsexamen, Diplom, Magister – simple copies)
  - Acceptance as a doctoral candidate by the faculty (simple copy)
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► **The declaration of exemption from the obligation to enroll must be attached:**

- Acceptance as a doctoral candidate by the faculty (simple copy)
- Currently valid employment contract with the University of Tübingen (simple copy)

## Notes on data protection

The electronic processing of your data in this application by the University of Tübingen is carried out for the fulfilment of the legitimate tasks of the University on the basis of Art. 6 Para. 1 e) DSGVO and § 4 Landesdatenschutzgesetz (LDSG) Baden-Württemberg in conjunction with § 12 of the State University Law of Baden-Württemberg, the University Data Protection Ordinance of Baden-Württemberg and the Admission and Registration Regulations of the University of Tübingen.

This data may be passed on to third parties, in particular to other universities, to training institutions cooperating for teaching purposes exclusively for the purposes of study organization (e.g. to the University Hospital for students of medicine or dentistry), to statutory health insurance funds, child benefit funds of the employment offices, offices for educational support, pension insurance funds, pension offices, welfare associations and pay offices of public employers, if the requirements of the LDSG or the Social Security Code are met.

Data collected on the basis of the Higher Education Statistics Act will be transmitted to the Baden-Württemberg Statistical Office without mention of name or address. The Statistical State Office may also forward individual data without mention of name or address to the competent supreme federal and state authorities, as well as to the authorities designated by them, upon request and, as far as this is possible without endangering confidentiality, also for scientific purposes.

Furthermore, your personal data may also be used after termination of your enrollment at the university, insofar as this is necessary for the purpose of surveys as part of quality management and evaluations, or for maintaining contact with those concerned (alumni network, which is intended to promote exchange between graduates). You can veto the future use of your personal data in accordance with § 12 para. (1) Landeshochschulgesetz by sending a signed written declaration to the University of Tübingen, Geschwister-Scholl-Platz, 72074 Tübingen.

Documents submitted become the property of the University of Tübingen and cannot be returned even after termination of enrollment. Therefore, do not submit any originals.

## Declaration

I declare that I am

not enrolled at any other university

enrolled at the following university: \_\_\_\_\_

in the Federal Republic of Germany and/or in a member state of the European Union;

- I declare that I have not failed any required doctoral examination such that I have no option to repeat that examination, nor that I am no longer entitled to take the examination for other reasons;
- I declare that I do not suffer from any illness that seriously endangers the health of the other students or seriously impairs the proper conduct of my studies;
- I declare that I am not under sentence of imprisonment.

I hereby declare that the information I have given is true and complete. I am aware that omitting relevant information or giving false information may lead to the refusal or withdrawal of enrollment (§ 60 and § 62 LHG) or to the subsequent levying of fees (LHGebG).

Place, Date:	Signature:

Updated: 09.12.2021