



<p><b>Application for transfer / Change of study program</b></p> <p>for the      winter semester                                  summer semester</p> <p>in undergraduate programs (e.g. bachelor, state exam etc.)</p>	<p>Incoming mail stamp:</p>
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A transfer (change of study subject / change of degree program) exists if you want to change the **desired subject**, a **sub-subject** or the **desired degree**.

<b>Student ID no:</b>		<input type="checkbox"/> Ms	<input type="checkbox"/> Mr
<b>Family name:</b>		<b>Given name:</b>	
<b>Address:</b>	<input type="checkbox"/> as indicated <input type="checkbox"/> new, please change		
<b>Street, no:</b>		<b>Postcode, town:</b>	
<b>Email*:</b>		<b>Phone*:</b>	
<b>Nationality:</b>			
<b>Second nationality (if applicable):</b>			

(\* voluntary indication for inquiries)

**Information on present study program:**

Degree: <small>(e.g. B.A., B.Sc., B.Ed., state exam)</small>	Study semester
1. Major subject	
2. Major or minor subject	
Further subject (if applicable)	

**Information on future study program:**

Degree: <small>(e.g. B.A., B.Sc., B.Ed., state exam)</small>	Study semester
1. Major subject	
2. Major or minor subject	
Further subject (if applicable) <small>(advance performance - extension study subject)</small>	

Please mark relevant box with an x:

I have already obtained one or more degree(s) or an equivalent qualification in Germany.	<input type="checkbox"/> yes <input type="checkbox"/> no
I am about to finish a study program at a higher education institution in Germany.	<input type="checkbox"/> yes <input type="checkbox"/> no
If yes, expected completion date: _____	
At present, I am enrolled in another study program at a higher education institution other than the University of Tübingen in Germany.	<input type="checkbox"/> yes <input type="checkbox"/> no

**Attachment (except doctoral students):**

- Information form regarding a second degree (only attach if at least one of the previous mentioned statements was answered with "yes")
- Notification of admission (for admission-restricted courses of study)
- Certificate of study-related advice (if the change takes place in the third or a later semester)
- Certificate on the crediting of study period (in case of transfer to a higher semester)

**Obligation to cooperate**

According to § 10 paragraph (1) item (3) LHGebG, you are obliged to immediately disclose any changes relevant for the obligation to pay tuition fees, the fulfillment of the exception criteria, the exemption from or reduction of tuition fees, or which have been object of declarations relevant for the obligation to pay tuition fees, the fulfillment of the exception criteria, the exemption from or reduction of tuition fees.

**Important information on tuition fees for a second degree**

If you are enrolled in one or more study programs and finish one of them, you must inform Student Administration immediately and without having been asked. Students who are enrolled in parallel in two or more different study programs at the same or at more than one institution will become subject to tuition fees starting in the semester following the date of the first certificate. The date of the certificate counts. According to § 10 paragraph (4) item (3) LHGebG, tuition fees can be levied retrospectively.

**I declare that I have filled out this application truthfully and completely, and that I have not altered the text provided in the application in any way.**

Place and date:	Handwritten signature of applicant

Please submit the signed application to Student Administrationsecretariat or send it by post to:

Eberhard Karls Universität Tübingen  
Studierendensekretariat  
Wilhelmstr. 19  
72074 Tübingen