



Application for enrollment – summer semester 2020

<p>Please note when completing this application form:</p> <p>Only applications that are complete and signed can be processed.</p> <p>Use block letters and write legibly.</p> <p>Ensure all the required documents are attached.</p> <p>Please write your name on the back of the photo. It will appear on your student ID.</p> <p>If you are already currently enrolled at the University of Tübingen please DO NOT use this form. Fill in the application form for a change of study program.</p> <p>http://www.uni-tuebingen.de/en/596</p>	OFFICE USE ONLY (Bearbeitungsvermerke der ZV)	
	Sachbearbeiter/-in Eingang:	Matrikelnummer WIRD BEI DER EINSCHREIBUNG VERGEBEN
	Terminverlängerung:	
	Datenerfassung:	
	Chipkarte erstellt / versandt am:	
Sonstige Vermerke:		

1. Personal details and address (for postal use)

Family name:			
Given name:			
Gender:	<input type="checkbox"/> male	<input type="checkbox"/> female	
Date of Birth:		Birth name:	
Place of Birth:			
Nationality:	(please enter the vehicle country code)		
Street name and number:			
If your post box does not show your name	C/O		
Postal code and city:			
Phone: (optional)*			
E-mail: (Mandatory field)			

2. Qualification for admission to higher education (HZB)

Type of qualification:			
Date received:		Grade:	
Place obtained:	(please enter the vehicle country code)		

3. Health insurance status according to insurance certificate

<input type="checkbox"/> exempt or non-obligatory – not insured under Germany’s compulsory insurance scheme If you have insurance with a private health insurance company, please attach a copy of your exemption certificate (Dauerbefreiungsbescheid) from a German insurer under the compulsory insurance scheme (please keep the original with your documents).	
<input type="checkbox"/> compulsory health insurance Please provide the “Bescheinigung für Hochschule” from your insurer. It must include:	
Name & location of insurance company:	
Health insurer’s code number:	
Your insurance number:	

4. Study program

Please the applicable:

4.1	Degree sought <input type="checkbox"/> 06 – doctorate <input type="checkbox"/> 60 – PhD	<input type="checkbox"/> 96 – Not for degree
4.2	Type of study program <input type="checkbox"/> 1 – first degree (only degree sought 96)	<input type="checkbox"/> 5 – doctorate, PhD
4.3	Information relating to study program / subject and no. of subject-specific semesters	
	Title	Subject key
		No. of semesters applied for:
	Subject: _____	
	Major:	No. of subject-specific semesters for beginners: 01

5. Disability

Please select if you would like us to forward your details to the University's Disability Services Officer (disabled applicants only – optional):

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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6. Previous studies

6.1 University of first enrollment in Germany

(including Universities of Applied Sciences and Universities of Cooperative Education)

Name of institute:		
When was your first semester?	WS	SS
First semester at Universität Tübingen:	WS	SS

6.2 Semester count (please include the semester applied for!)

You must attach certificate of deregistration (Exmatrikulation) from your last university, detailing all previous semesters!

University semesters: (Number of semesters – including leave of absence semesters – that you have been enrolled for at German universities)	
Leave of absence semesters: (Number of semesters that you have had leave of absence for during your entire studies at German universities)	
Internship semesters: (Number of semesters that you have spent doing internships during your entire studies at German universities)	
Preparatory semesters: (Number of semesters that you have spent at a preparatory college for international students during your entire studies at German universities)	
Clinical semesters: (Human Medicine only)	
University of cooperative education: (Number of semesters for which you have been enrolled at universities of cooperative education)	
Adjournment semesters (Number of semesters for which you have interrupted your studies and have not been enrolled at German universities)	

6.3 Details on where you studied last semester

Leave blank if you were NOT enrolled last semester (including universities outside Germany)

University / Country:	
Degree:	
Type of study program:	
Subjects	
Subject 1:	
Subject 2:	
Subject 3:	

6.4 Exams taken : Have you already taken tests or exams at a university (including universities outside Germany)?

Name of institution:			
Either preliminary exams:			
or advanced exams:			
Type of study program:			
Exam subject:			
Date of exam:		Grade:	
	<input type="checkbox"/> passed	<input type="checkbox"/> failed	

6.5 Further exams:

Name of institution:			
Either preliminary exams:			
or advanced exams:			
Type of study program:			
Exam subject:			
Date of exam:		Grade:	
	<input type="checkbox"/> passed	<input type="checkbox"/> failed	

7. Prior studies abroad (studies outside Germany)

Country:	(please enter the vehicle country code)
Duration in months:	

8. Other university / Second university

Studies at a second university: Are you studying at another university within Germany or the European Union at the same time as your enrollment at the University of Tübingen?

Please provide written consent from both universities!

Second university:	
Degree sought at the second university:	
Type of study program:	
Subjects	
Subject 1:	
Subject 2:	
Subject 3:	

9. Details of previous studies

Leave blank if you have NOT previously been enrolled at a university! Please attach relevant documents.

Name of institution	Enrolled from (month, year) to (month, year)	Leave of absence from (month, year) to (month, year)	Number of semesters including leave of absence semesters
	from	from	
	to	to	
	from	from	
	to	to	
	from	from	
	to	to	

Notes:

Legal notice

Please note that the German version of this text is legally binding. This translation is for your convenience only and does not supersede the German text!

Data will be collected, stored and used to fulfill the legal duties of the University according to § 12 Landeshochschulgesetz (LHG) Baden-Württemberg and § 4 Landesdatenschutzgesetz (LDSG) Baden-Württemberg. This data can be passed on to third parties, specifically to other universities, statutory health insurance companies, child benefit offices at employment centers, centers for vocational training grants, pension offices, charity agencies and the pay offices of public employers, if the requirements as stated in the LDSG or the „Sozialgesetzbuch“ are met.

Data that is being collected based on the **Hochschulstatistikgesetzes** will be passed on to the Statistische Landesamt Baden-Württemberg with names and addresses removed. The Statistische Landesamt Baden-Württemberg can forward this anonymous information to the highest relevant federal and state authorities, as well as to other authorities requiring such information for scientific purposes as long as confidentiality is assured.

Furthermore, your personal details may be used after deregistration from the University as long as this is necessary for the purpose of surveys to improve quality management or evaluations or maintaining links with relevant people (Alumni network promoting exchange between graduates). In order to deny the future use of your personal details according to § 12 Abs. 1 Landeshochschulgesetz you can send a written and signed declaration to Universität Tübingen, Wilhelmstraße 5, 72074 Tübingen.

Providing telephone number and email address is voluntary, but will ease and/or speed up University administration communication with you.

All documents provided become the property of Universität Tübingen and cannot be returned even after deregistration. Do not submit original documents!

Declaration :

I declare that,

- for the course of studies that I wish to be enrolled in, I have not definitively failed an exam or partial exam and have not lost the right of admission to an examination;
- I am not and will not be employed, in job training or otherwise working for more than 20 hours per week; I furthermore declare that there will be no restrictions on the time I need to carry out my studies, particularly to attend required classes. I enclose documentation of this;
- I am not enrolled at another university in Germany or in another member state of the European Union (without special permission);
- I am not due to serve a prison sentence.

I declare that the information provided is true and complete. I am aware that incomplete or false information can lead to denial and/or annulment of enrollment (§ 60 and § 62 LHG) or belated levying of fees (LHGebG).

Daten werden zur **Erfüllung der rechtmäßigen Aufgaben** der Universität nach § 12 **Landeshochschulgesetz (LHG) Baden-Württemberg** und § 4 **Landesdatenschutzgesetz (LDSG) Baden-Württemberg** erhoben, gespeichert und verarbeitet. Diese Daten können an Dritte, insbesondere an andere Universitäten, gesetzliche Krankenkassen, Kindergeldkassen der Arbeitsämter, Ämter für Ausbildungsförderung, Rentenversicherungsträger, Versorgungsämter, Wohlfahrtsverbände und Besoldungsstellen öffentlicher Arbeitgeber weitergegeben werden, wenn die Voraussetzungen des LDSG oder des Sozialgesetzbuches erfüllt sind.

Daten, die aufgrund des **Hochschulstatistikgesetzes** erhoben werden, werden ohne Nennung des Namens und der Anschrift an das Statistische Landesamt Baden-Württemberg übermittelt. Dieses darf Einzelangaben ebenfalls ohne Nennung von Namen und Anschrift an die fachlich zuständigen obersten Bundes- und Landesbehörden, sowie an die von diesen bestimmten Stellen auf Verlangen und, soweit dies ohne Gefährdung der Geheimhaltung möglich ist, auch für wissenschaftliche Zwecke weiterleiten.

Ihre personenbezogenen Daten dürfen ferner auch nach der Exmatrikulation an der Hochschule genutzt werden, soweit dies zum Zwecke der Befragung im Rahmen des Qualitätsmanagements und von Evaluationen oder zur Pflege der Verbindung mit den Betroffenen (Alumniat-Netzwerk, das den Austausch zwischen den Absolventen fördern soll) erforderlich ist. Der künftigen Nutzung Ihrer personenbezogenen Daten nach § 12 Abs. 1 Landeshochschulgesetz können Sie durch eine an die Universität Tübingen, Wilhelmstraße 7, 72074 Tübingen, gerichtete unterschriebene schriftliche Erklärung widersprechen.

Die Angabe der Telefonnummer und der Emailadresse ist eine **freiwillige Angabe**, die die Arbeit der Universitätsverwaltung erleichtert. Viele Aufgaben lassen sich **schneller und unbürokratischer** durchführen, wenn **z. B. ein Brief durch einen Anruf ersetzt werden kann**.

Die eingereichten Unterlagen gehen in das Eigentum der Universität Tübingen über und können auch nach der Exmatrikulation nicht zurückgegeben werden. Reichen Sie daher keine Originale ein.

Ich erkläre, dass ich

- *in dem Studiengang, für den ich die Einschreibung beantrage, noch keine (Teil-) Prüfung endgültig nicht bestanden und den Prüfungsanspruch nicht verloren habe;*
- *in keinem solchen Dienst-, Arbeits- oder Ausbildungsverhältnis stehe oder sonst so beruflich tätig bin, dass ich mehr als 20 Stunden pro Woche hierdurch gebunden bin oder sein werde; darüber hinaus die zeitlich Möglichkeit habe, mich uneingeschränkt dem Studium zu widmen, insbesondere die erforderlichen Lehrveranstaltungen zu besuchen. Entsprechende Nachweise füge ich bei.*
- *an keiner anderen Hochschule in der Bundesrepublik Deutschland und/oder in einem Mitgliedstaat der Europäischen Union eingeschrieben bin (hiervon unberührt bleiben entsprechende Sondergenehmigungen);*
- *keine Freiheitsstrafe zu verbüßen habe.*

Ich versichere, dass meine Angaben wahr und vollständig sind. Ich weiß, dass fehlende oder falsche Angaben zur Verweigerung bzw. zur Aufhebung der Einschreibung führen (§ 60 und § 62 LHG) oder zur nachträglichen Erhebung von Gebühren führen können (LHGebG).

Location and date signed:	Signature :