



Information Form for International Students

to establish whether the obligation to pay tuition fees according to the Act on Fees in Higher Education of the Land of Baden-Württemberg (Landeshochschulgebührengesetz, LHGebG) applies

Application ID number¹: _____ Student ID number: _____

Last name: _____ First name: _____

Date of birth: _____ email: _____

Subject (program of study)²: _____

Degree (bachelor's/master's/state examination etc.): _____

From the fall/winter semester 2017/2018 onwards, higher education institutions in Baden-Württemberg will be charging tuition fees of EUR 1,500 per semester for international students. According to section 3 LHGebG, international students who are not citizens of an EU or EEA country have to pay tuition fees.

As an international student, you are generally obliged to pay tuition fees. However, the act includes certain exceptions where international students who fulfill the required criteria are not obliged to pay tuition fees. If the exception criteria apply to you and you provide the necessary documents of proof in due time before enrollment or re-registration, you do not have to pay tuition fees.

Only print out and fill in this form if one of the following exceptions applies to you. Please send the signed form and the required documents of proof by post to: Eberhard Karls Universität Tübingen, Studierendenabteilung, Wilhelmstr. 19, 72074 Tübingen

Deadline for submission of form and documents of proof: According to § 10 paragraph (1) item (1) LHGebG the documents have to be submitted at the latest by the time of enrollment or re-enrollment. Moreover the deadlines for the refund of the tuition fee according to § 10 paragraph (4) item (1) and (2) LHGebG apply.

¹ Only relevant if you want to enroll in the 1st semester or are in the 1st semester.

² Bachelor/Master/state exam programs etc.

Exception according to § 3 paragraph (1) item (1) LHGebG

- ☐ **I have several citizenships, including the citizenship of a member state of the European Union (EU) or another contracting state of the European Economic Area (EEA).**

Proof:

- ✓ Notarized copy of passport or identity card (EU/EEA)

Exception according to § 3 paragraph (2) LHGebG

- ☐ **I have a German higher entrance qualification.**

1. German school leaving certificate, the allgemeine Hochschulreife (§ 58 para. (2) no. 1 Landeshochschulgesetz (LHG)),
2. German vocational school leaving certificate, the fachgebundene Hochschulreife (§ 58 para. (2) no. 2 LHG),
3. German restricted university entrance certificate, the Fachhochschulreife (§ 58 para. (2) no. 3 LHG),
4. a school qualification and a Deltaprüfung (§ 58 para. (2) no. 4 LHG), insofar as the underlying vocational school leaving certificate or restricted university entrance qualification was obtained in Germany,
5. a recognized vocational higher education entrance qualification, Aufstiegsfortbildungsprüfung (§ 58 para. (2) no. 5 LHG), insofar as the Aufstiegsfortbildungsprüfung was completed in Germany,
6. a professional qualification and a qualification test, Eignungsprüfung (§ 58 para. (2) no. 6 LHG), insofar as the underlying training qualification and experience was obtained in Germany, or
7. other German training certificates recognized by the Ministry of Culture (§ 58 para. (2) no. 12 LHG).

Please note: Higher education entrance qualifications that were gained outside of Baden-Württemberg are regarded as German higher education entrance qualifications, if and as far as they correspond with them.

Proof:

- ✓ Notarized copy of higher education entrance qualification

Exception according to § 5 paragraph (1) number (1) LHGebG

- ☐ I am a relative of an EU/EEA citizen who is in Germany and enjoys freedom of movement according to § 2 section 2 Freizügigkeitsgesetz/EU.

Please note: The exception on page 4, 2nd option, applies to applicants with a residence title pursuant to Section 28 (1) AufenthG.

Relative means:

- a) Spouse
- b) Life partner in a registered partnership in an EU/EEA country, in case the partnership is equal to a marriage
- c) Child

Proof:

Spouse, life partner and children up to the age of 21 submit:

- ✓ Notarized copy of „Aufenthaltskarte“ or „Daueraufenthaltskarte“ according to § 5 Freizügigkeitsgesetz/EU

Children of EU citizens, who are older than 21 years and receive support, submit:

- ✓ Notarized copy of „Aufenthaltskarte“ or „Daueraufenthaltskarte“ according to § 5 Freizügigkeitsgesetz/EU

Children of EU citizens, who are older than 21 years and receive no support, submit:

- ✓ Copy of the identity card or passport of the EU parent
- ✓ Parent's certificate of residence
- ✓ Certificate of residence which shows that you lived with your parents until the age of 21
- ✓ Notarized copy of birth certificate with complete and notarized German translation
- ✓ Where applicable: Notarized copy of „Aufenthaltskarte“

Exception according to § 5 paragraph (1) number (2) LHGebG

- ☐ Settlement permit or permanent EU residence permit according to Aufenthaltsgesetz (AufenthG)

Proof:

- ✓ Notarized copy of settlement permit or notarized copy of permanent EU residence permit

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THE ENGLISH VERSION IS SOLELY PROVIDED FOR INFORMATION PURPOSES.

Exception according to § 5 paragraph (1) number (3) LHGebG

- ☐ **Status as a refugee according to the agreement of 28th of July 1951 (Geneva Refugee Convention) and residence permit that entitles not only to a temporary stay in Germany**

Proof:

- ✓ Notarized copy of the foreign travel document that is issued because of the agreement of 28th of July 1951 or a corresponding note of the foreign office in the passport or passport substitute
- ✓ Notarized copy of your residence permit

Exception according to § 5 paragraph (1) number (4) LHGebG

- ☐ **Status as a stateless foreigner according to „Gesetz über die Rechtsstellung Heimatloser Ausländer (HAuslG) vom 25.4.1951“**

Proof:

- ✓ Notarized copy of the certificate confirming the status as a stateless foreigner or notarized copy of the passport entry certifying the status as a stateless foreigner

Exception according to § 5 paragraph (1) number (5) alternative (1) LHGebG

- ☐ **Residence permit according to §§ 22, 23 section 1, 2 or 4, §§ 23a, 24, 25 section 1 or 2, §§ 25a, 25b, 28, 37, 38 section 1 sentence 1 number 2, §§ 104a oder 104c AufenthG**

Proof:

- ✓ Notarized copy of your residence permit
- ✓ If a residence title according to § 25 section 2 alternative 1 is available: Certified copy of the passport for refugees

Exception according to § 5 paragraph (1) number (5) alternative (2) LHGebG

- ☐ **Residence permit according to §§ 30 or 32 to 34 AufenthG as a spouse / life partner / child of a foreigner with a settlement permit**

Proof:

- ✓ Notarized copy of your residence permit
- ✓ Notarized copy of the spouse's / life partner's / parent's settlement permit
- ✓ Notarized copy of your birth certificate with complete and notarized German translation or notarized copy of your marriage certificate with complete and notarized German translation

Exception according to § 5 paragraph (1) number (6) alternative (1) LHGebG

- ☐ **Residence permit according to § 25 section 3 or 4 sentence 2 or section 5 or § 31 AufenthG and uninterrupted legal, permitted or temporarily admitted stay in Germany since at least 15 months**

Proof:

- ✓ Notarized copy of your residence permit
- ✓ Confirmation from the foreigner's office that indicates an uninterrupted legal, permitted or temporarily admitted stay in Germany of at least 15 months

Exception according to § 5 paragraph (1) number (6) alternative (2) LHGebG

- ☐ **Residence permit according to §§ 30, 32, 33, 34 or 36a AufenthG as a spouse / life partner / child of a foreigner with a residence permit and uninterrupted legal, permitted or temporarily admitted stay in Germany since at least 15 months**

Proof:

- ✓ Notarized copy of your residence permit
- ✓ Notarized copy of the spouse's / life partner's / parent's residence permit
- ✓ Confirmation from the foreigner's office that indicates an uninterrupted legal, permitted or temporarily admitted stay in Germany of at least 15 months
- ✓ Notarized copy of your birth certificate with complete and notarized German translation or notarized copy of your marriage certificate with complete and notarized German translation

Exception according to § 5 paragraph (1) number (7) LHGebG

- ☐ **„Duldung“ and uninterrupted legal, permitted or temporarily admitted stay in Germany since at least 15 months**

Proof:

- ✓ Notarized copy of „Duldung“ (passport entry or certificate confirming the temporary suspension of deportation according to § 60 a AufenthG)
- ✓ Confirmation from the foreigner's office that indicates an uninterrupted legal, permitted or temporarily admitted stay in Germany of at least 15 months

Exception according to § 5 paragraph (1) number (8) LHGebG

- ☐ **I have been in Germany for at least five years in total and have been legally employed in Germany for five years in total.**

Proof:

- ✓ Employment verification form (form for download at <https://www.uni-tuebingen.de/de/104484>)

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- ✓ Tax assessment notices throughout the whole period or proof from the employer (if current tax assessment notices are not yet available)
- ✓ List of all residence permits throughout the whole period of employment in Germany (Please note: The list is issued by the responsible foreigner's office upon request.)
- ✓ Monthly income throughout the whole period of employment in Germany

Exception according to § 5 paragraph (1) number (9) LHGebG

- ☐ **One of my parents has resided and worked legally in Germany for three years of the six years before my program of study started.**

Proof:

- ✓ Notarized copy of your birth certificate with complete and notarized German translation
- ✓ Employment verification form (form for download at <https://www.uni-tuebingen.de/de/104484>)
- ✓ Tax assessment notices of the working parent throughout the whole period or proof from the employer (if current tax assessment notices are not yet available)
- ✓ List of all residence permits of the working parent throughout the whole period of employment in Germany (Please note: The list is issued by the responsible foreigner's office upon request.)
- ✓ Monthly income throughout the whole period of employment in Germany
- ✓ Extended certificate of registration of your residence in the Federal Republic of Germany

Exception according to § 5 paragraph (1) number (10) alternative (1) LHGebG

- ☐ **I have already obtained a bachelor's and a master's degree in Germany.**

Proof:

- ✓ Notarized copy of both German degree certificates

Exception according to § 5 paragraph (1) number (10) alternative (2) LHGebG

- ☐ **I have already obtained a state examination degree or a Diplom degree in Germany.**

Proof:

- ✓ Notarized copy of the German degree certificate

Exception according to „Abkommen zwischen der Europäischen Gemeinschaft und ihrer Mitgliedsstaaten einerseits und der Schweizerischen Eidgenossenschaft andererseits über die Freizügigkeit vom 2. September 2001“

- ☐ **I am a citizen of Switzerland and I am an employee in Germany or**

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- ☐ **I am a citizen of Switzerland and I am an self-employed person in Germany or**
- ☐ **I am a relative of a Swiss employee or self-employed person in Germany.**

Proof:

- ✓ Notarized copy of the residence permit (own residence permit or relative's residence permit)
- ✓ Employment verification form (form for download at <https://www.uni-tuebingen.de/de/104484>)
- ✓ Tax assessment notices throughout the whole period or proof from the employer (if current tax assessment notices are not yet available)
- ✓ Notarized copy of birth certificate with complete and notarized German translation
- ✓ Notarized copy of marriage certificate with complete and notarized German translation

Exception according to „Beschluss Nr. 1/80 des Assoziationsrates vom 19. September 1980 über die Entwicklung der Assoziation (EWG/Türkei)“

- ☐ **I am a citizen of Turkey and I live duly with my parents in Germany who are/were employed duly in Germany and none of the aforementioned exceptions applies to me and I have no German university entrance qualification.**

Proof:

- ✓ Certificate of residence which shows that you live/lived with your parents until the start of studying
- ✓ Notarized copy of your birth certificate with complete and notarized German translation
- ✓ Employment verification form (form for download at <https://www.uni-tuebingen.de/de/104484>)
- ✓ Tax assessment notices of the working parent throughout the whole period

Exception for British citizens who have a residence in Germany since 31.12.2020.

- ☐ **I am a British citizen and have a continuous residence in Germany since 31.12.2020**
 - ✓ Notarized copy of your British identity card or British passport
 - ✓ Certificate of residence (extended version) about your residence in the Federal Republic of Germany since 31.12.2020.

Exception, i.e. transitional arrangement according to § 20 paragraph (1) item (2) LHGebG

- ☐ **I was registered at the University of Tübingen in a multi-disciplinary program when the law came into effect (17.5.2017) and I want to change one part of my multi-disciplinary program for the first time.**

Proof: Not necessary

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Exception, i.e. exemption according to § 6 section 1 sentence 1 LHGebG

☐ **I am awarded a scholarship by Baden-Württemberg Stiftung.**

Proof:

- ✓ Certified copy of scholarship confirmation that indicates the duration of your scholarship (if you are a scholarship holder, you get the scholarship confirmation at: University of Tübingen, Ms. Juresa, Division V - International Affairs - International Student Affairs and Exchange Programs, Section 1 - Exchange Programs)

Postal delivery

Please send the signed form and the required documents of proof by post to:

**Eberhard Karls Universität Tübingen
Studierendenabteilung
Wilhelmstr. 19
72074 Tübingen**

Your application can only be taken into account if the forms and documents were submitted as required. If you do not submit the necessary forms and documents which prove that the criteria for an exception are fulfilled according to LHGebG, we will assume that you are obliged to pay the tuition fees for international students.

Obligation to cooperate

You are obliged to immediately disclose any changes relevant for the fulfillment of the exception criteria, the exemption from or the reduction of tuition fees, or which have been object of declarations relevant for the fulfillment of the exception criteria, the exemption from or reduction of tuition fees.

I declare that the information provided in this form is correct, and that I have not altered the form in any way.

City, Date

Signature

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- Information -

Electronic procedure

At the Eberhard Karls Universität, the process of collecting fees is carried out electronically. In particular, information on hearings, notifications and decisions issued in regard to the collection of fees as well as official notifications are issued electronically.

Residence title

According to § 4 paragraph (1) item (3) Aufenthaltsgesetz (AufenthG) the legislation applicable to the residence permit shall also apply to the EU Blue Card, the ICT Card and the Mobile ICT Card, unless otherwise provided by law or ordinance.

Duration of the exception

If your residence title means that you are not obliged to pay tuition fees, this exception shall be valid for the duration of your residence title. Please submit this form again, along with a notarized copy of the new residence title, as soon as your current residence title expires. Otherwise, the tuition fee will be recalculated from the semester in which your residence title ends. Please also adhere to the re-enrollment deadlines. You may only re-enroll without having to pay tuition fees, if the information form and the required documents of proof have been submitted and processed. We therefore ask you to please submit the form and the required documents of proof before 15th of January for the summer semester and before 1st of June for the winter semester.

Payment of separate fees for enrollment and re-registration

Please note that even if you are not obliged to pay tuition fees for international students, you still have to pay semester fees. Moreover, it could be that you have to pay tuition fees for a second degree. Please find further information on semester fees and tuition fees for a second degree here: <http://www.uni-tuebingen.de/en/31479>

Refund

Tuition fees, which have already been paid, may be reimbursed,

- if you withdraw your enrollment before the beginning of the semester,
- if your enrollment is terminated to immediate effect following the start of semester but within one month of the start of the lecture period (In this case you must submit both an application for termination of enrollment and an application for a refund to Student Administration.),
- if a tuition fee was charged because, even though the requirements for a legal exception had been met, the requirements could not be documented at the time of enrollment or re-enrollment,
- if the requirements for a legal exception will be met within one month of the start of the university lecture period,
- if your application for an exemption from the tuition fee is approved.

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Notarized copies

Notarized copies have to be notarized by municipal authorities (e.g. city hall, citizen's service office) or a notary. Documents notarized by other entities (e.g. AStA, health insurance provider) will not be accepted.

Translations

Translations have to be produced by a sworn translator. The translation has to be submitted to the higher education institution bearing the original stamp and signature of the translator.

Further Information

Please find further information about tuition fees here: <https://uni-tuebingen.de/en/31479>

In case of further questions, please contact Ms. Tiedemann at Student Administration.
Office hours: <https://uni-tuebingen.de/en/32150>. Phone: 07071/29-74148.
Email: studiengebuehren@zv.uni-tuebingen.de.