

Traditio et Innovatio

ZENTRALE UNIVERSITÄTS-VERWALTUNG – S2 STUDIERENDEN-SEKRETARIAT

APPLICATION OF ENROLMENT AT THE UNIVERSITY OF ROSTOCK

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The following documents are to be included with this application:

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

Please don't staple the documents and hand them in, in minimal size of A5.)

$\hfill \Box$ original, $\mbox{\it authenticated copy}$ of the university entrance qualification	- all applicants (except for doctoral and candidates for second study)
\square original, authenticated copy of university degree	 all applicants for doctoral or second study
☐ copy of valid passport or personal identification document (2. valid passport)	- all applicants, foreign students (except EU citizens), please provide valid visa or residence permit
☐ authenticated copy of satisfactory German knowledge (DSH) or adequate examination	- all foreign students (except for those with a German Abitur
☐ copy of admission acceptance	- for approval restricted courses of study and foreign students from non EU-countries
☐ 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.	- all applicants
☐ copy of exmatriculation	- all applicants who have previously studied
☐ accepted transcript of records	- applicants for entrance in a higher semester without entrance restrictions
☐ latest/current confirmation of course registration	- all applicants enrolled/formerly enrolled at a German university
☐ sport doctor's approval	- for enrolment in sport studies
$\hfill\Box$ confirmation from doctoral advisor regarding doctoral degree	- applicants for a doctorate
\square Application Supplement Form for the Enrolment for Doctoral Studies	- applicants for a doctorate
$\hfill \square$ proof from former employer, that you have no further duties or obligations	- applicants who are currently employed or serve in the army/do community service

To be submitted by:

The handed in documents will after process be destroyed. In your own interest please do not enclose your original documents, only certified copies in original.

Confirmation of arrival can only be given if a prepared and post-paid postal card is attached with your application.

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

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
 - o 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.

With my application for admission I accept the regulations governing the use of the university library (Benutzungsordnung der Universitäts-bibliothek Rostock http://www.ub.uni-rostock.de/ub/xGeneral/content/BenutzungsordnungUB.pdf) I consent to the storage of the data relating to my user ID and my use of the library, including the transfer and the storage of data for a limited period referring to the request and the user (name, address, user ID) by the lending library in an inter-library loan.

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The personal data collected in connection with my application are required by the University of Rostock for the lawful performance of any tasks forming part of its duties. The collection and further processing of these data comply with the statutory provisions of the law of Mecklenburg-Western Pomerania on the protection of citizens during the processing of their personal data ("Landesdatenschutzgesetz von Mecklenburg-Vorpommern") of 22 May 2018 and the regulations governing the processing of personal data of students and PhD students at the University of Rostock ("Satzung zur Verarbeitung personenbezogener Daten der Studierenden und der Doktorandinnen und Doktoranden an der Universität Rostock") of 03 April 2018. Under the Higher Education Statistics Act ("Gesetz über die Statistik für Hochschulwesen") of 02 November 1990, most recent amendment of 07 December 2016 these data are transferred by the Statistical Office of Mecklenburg-Western Pomerania (Statistisches Landesamt Mecklenburg-Vorpommern) to the Federal Statistical Office (Bundesamt für Statistik) as a basis for further planning in higher education. I consent to the computerised handling and processing of the data collected.

Place/Date Signature

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

Service Zentrum Studierende Studierendensekretariat

18051 Rostock

The Student's office is located at : Parkstraße 6

Opening hours: Tuesday 2 p.m. – 5 p.m.

Thursday 10 a.m. - 12 a.m. & 2 p.m. - 4 p.m.

Fri. 10 a.m. - 12 a.m.

Info-Service: +49 381 498-1230

Monday until Thursday 10 a.m. to 3 p.m.

Friday 10 a.m. to 1 p.m.

Fax: +49 381 498-1268

E-Mail: <u>studierendensekretariat@uni-rostock.de</u>

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



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