



APPLICATION OF ENROLMENT AT THE UNIVERSITY OF ROSTOCK

FOR WINTER SEMESTER /

SUMMER SEMESTER

The application of enrolment can only be processed for courses of study without pre-approval and after successful application and approval for the approval-restricted courses of study.

Student identification number:
(assigned by the University of Rostock)

Application number:
(only for courses of study requiring pre-approval - given
after approval has been granted)

The following information will be processed by computer and statistically evaluated. Your application can only be processed when all information fields have been completely and clearly filled.

Personal information

Family name

First name

male

female

Name suffix/Title

Date of birth

Place of birth

Land of birth

Nationality

Family name at time of birth (if different from current family name)

2. Nationality

Home address (address registered according to citizen registration law)

Please mark if this address is also
your mailing address.

Street (abbreviated if necessary) and house number

Additional information (c/o, apartment number, etc.)

Zip code

City

Country (if home address is outside of Germany)

Telephone number

Mobile phone number

E-mail address

Semester address (Address during course of study)

Please mark if this address should be the mailing address.

[Grid of 30 boxes for street and house number]

Street and house number

[Grid of 30 boxes for additional information]

Additional information (c/o, apartment number, etc.)

[Grid of 5 boxes for zip code]

Zip code

[Grid of 25 boxes for city]

City

School-leaving certificate

[Grid of 30 boxes for previous schooling]

Previous schooling (i. e. higher secondary school/intermediate, evening school, comprehensive school, "Studienkolleg", baccalaureat)

[Grid of 2 boxes] [Grid of 2 boxes] [Grid of 5 boxes]

Date of completion (according to certificate)

[Grid of 25 boxes] [Grid of 3 boxes]

City, Country (if outside of Germany)

Health insurance

(Please supply proof of insurance according to state regulation (SKV-MV) § 2. Please refer to the directions at the end of the application form)

[Grid of 30 boxes for insurance provider]

Insurance provider

[Grid of 30 boxes for headquarters of insurance provider]

Headquarters of insurance provider

[Grid of 10 boxes for firm number]

Firm number
(taken from the insurance provider form)

[Grid of 25 boxes for insurance policy number]

Insurance policy number

Information regarding desired course of study

Type of study:

- First course of study
- Second course of study
(completion of college or university studies required)
- Additional or post graduate course of study
(completion of college or university studies required)

- Doctoral course of study
(completion of college or university studies required)
- Correspondence course / Long-distance learning

Degree/Diploma

- Bachelor
- Magister
- Teaching profession for extended secondary schools
- Two-Subject-Bachelor
- State examination
- Teaching profession for regional schools
- Master
- Ph.D.
- Teaching professions for primary schools
- Two-Subject-Master
- Exchange program
- Teaching profession for special education

Degrees from universities

Have you completed a course of study successfully?

YES

NO

Last degree

Degree (i. e. Bachelor, "Master", etc.)

1st Subject

Semesters

If applicable 2nd Subject

Semesters

If applicable 3rd Subject

Semesters

Grade

Place of completion

Date of completion (according to certificate)

If applicable, other previous degrees

Degree (i. e. Bachelor, "Master", etc.)

1st Subject

Semesters

If applicable 2nd Subject

Semesters

If applicable 3rd Subject

Semesters

Grade

Place of completion

Date of completion (according to certificate)

Additional universities or colleges (only for approved second enrolment)

University for second enrolment

Activities prior to enrolment

(only for the period of time between obtaining university entrance qualification and first enrolment at a university)

Vocational training (completed successfully)

Length in months

Internship in desired field of study

Length in months

Internship in second field of study

Length in months

Additional work experience (no part-time or holiday employment)

Length in months

Total period of practical employment or occupation

Length in months

Study abroad (in current field of study)

Country

Length in months

Additional information (i. e. disabilities, etc.)

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.)

- | | |
|--|--|
| <input type="checkbox"/> original, authenticated copy of the university entrance qualification | To be submitted by:
- all applicants (except for doctoral and candidates for second study) |
| <input type="checkbox"/> original, authenticated copy of university degree | - all applicants for doctoral or second study |
| <input type="checkbox"/> 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 |
| <input type="checkbox"/> authenticated copy of satisfactory German knowledge (DSH) or adequate examination | - all foreign students (except for those with a German Abitur) |
| <input type="checkbox"/> copy of admission acceptance | - for approval restricted courses of study and foreign students from non EU-countries |
| <input type="checkbox"/> 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 |
| <input type="checkbox"/> copy of exmatriculation | - all applicants who have previously studied |
| <input type="checkbox"/> accepted transcript of records | - applicants for entrance in a higher semester without entrance restrictions |
| <input type="checkbox"/> latest/current confirmation of course registration | - all applicants enrolled/formerly enrolled at a German university |
| <input type="checkbox"/> sport doctor's approval | - for enrolment in sport studies |
| <input type="checkbox"/> registration of doctoral candidates | - applicants for a doctorate |
| <input type="checkbox"/> 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 |

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 included (**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
 - 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 Universitätsbibliothek Rostock <https://www.ub.uni-rostock.de/BenutzungsordnungUB>). 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.

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 Meck-

lenburg-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:

studierendensekretariat@uni-rostock.de

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.