



UNIVERSITÄT PADERBORN

Die Universität der Informationsgesellschaft

**Application of enrolment in the
in the program**

In the courses of studies

Winter semester 2024/25

Summer semester 2025

Matriculation number

(7 digits number on right
top of acceptance letter)

Personal data

First name (complete)

Last name(s)

Sex

Date of birth

Place of birth

Maiden name

Street address (+ c/o)

Postal code

City

State

Nationality

Phone number*

Email address

*provision is voluntary but helpful for questions

1. Higher education entrance qualification (e.g. higher secondary school or college)

Acquired through high school degree (earned at a German school)
 subject-specific academic equivalent

Education background pre-university qualification (college/higher secondary school)
 pre-university qualification + university education

Date of completion of pre-university education

Country of pre-university education

If in Germany, in which state/region ?

2. Education level

Highest acquired degree

Date of graduation

Final grade

Acquired abroad? (please state in which country)

Information on university education in Germany to date*:

Name of university

Course of studies

Type of university

Started (e.g. WS 15/ SS 15)

Ended (e.g. WS 19 / SS 19)

Desired degree

Studies completed

Final grade Date of graduation

Total semesters studied Total semesters on leave of absence

Student ID (if you have already been enrolled at Paderborn University before)

* If you have already been enrolled at more than one university or for more than one degree or course of studies, please provide the following information on a separate sheet of paper.

Information on university education abroad (home country or other country except Germany) to date:

Country of study

Study period from (year/month) to (year/month)

Course and subject of studies

Health insurance in Germany:

For extended information check the [webpage of the International Office](#).

- I have applied to a statutory health insurance company for an electronic notification of my insurance status to be sent to Paderborn University (operating number: 404 863 41). I understand that this is absolutely necessary for enrolment and that paper certificates and soft copies sent by e-mail are not sufficient.

Name of notification sending
statutory health insurance fund

Visiting students (*Zweithörer/Gasthörer*)

- I am enrolled at another German university and would like to apply for the status as a visiting student. The admission entitles the holder to complete a full course of study with reference to the Hochschulgesetz NRW § 52(2) (Law of the Universities of the State of North-Rhine Westphalia)

- My application to be a visiting student according to *Hochschulgesetz NRW* (Law of the Universities of the State of North-Rhine Westphalia § 52(1)) for the following courses

Course

Course

Course

Free movers are not obligated to provide certification of health insurance. They must, however, turn in a proof of registration from their home university

Right to vote (not applicable to visiting students): The student body elects the Student Parliament (Studierendenparlament) and the Departmental Student Delegation (Fachschaftsvertretung). Please choose from the drop box the department to which your study program or one of your courses of study belongs and in which you would like to exercise your right to vote:

Right to vote

Declaration:

- I hereby affirm that all of the information provided above is true and that I have not been disqualified from studying at a university in Germany.
- I declare that I have not "conclusively failed" any exams (course requirements), that I have maintained the right to take examinations, and that I am not currently in an ongoing examination process
- In case that I should conclusively fail another course of studies or lose my right to take examinations after having signed this application, I will inform the Examination Board without delay.
- I hereby solemnly declare in lieu of oath and under penalty of law that the information provided concerning previous enrollment at higher education institutions, particularly concerning my examination history is true.
- I am aware that providing false information could lead to my disqualification for enrollment at German universities and that incomplete applications will not be processed.
- I am obligated to use email address issued to me by Paderborn University on a regular basis.
- I have included with this form the necessary documents

City, Date

Signature

Voluntary information for data transmission to the Bafög office for processing the Bafög application

I hereby declare my consent for the university to relay to the following personal information to the Office of Federal Student Aid: student ID number, family name, first name, date of birth, postal address, total semesters enrolled at Paderborn University, desired degree, course of studies, total semesters of enrollment within aforementioned course of studies, as well as the degree and course(s) of studies at your previous university.

I maintain my right to countermand in writing this declaration of informed consent at any time.

City, Date

Signature

Legal information

Administrative data is collected in accordance with Section 48 (1) of the North Rhine-Westphalia Higher Education Act in conjunction with Paderborn University's enrolment regulations. Statistical data is collected on the basis of the Higher Education Statistics Act (HStatG). According to this law, the individual details about your personal and factual circumstances must be kept secret by those authorised to provide information. However, it is permissible for the statistical offices and the university collecting the data to pass on individual details without mentioning your name and address to the competent supreme federal and state authorities and to the bodies and persons designated by them on request and insofar as this is possible without jeopardising confidentiality - by the statistical offices for scientific purposes. The universities may also use your data for internal university purposes, including your name and address, and forward it to the new university for its internal administrative purposes in case of a university change (see also the General Data Protection Regulation (GDPR), the Federal Data Protection Act (BDSG) and the Data Protection Act of North Rhine-Westphalia (DSG NRW), as amended).

Right for enrollment

This printed form is a request of enrollment in terms of the enrollment regulations of Paderborn University. It is formally correct and able to be processed **when all of the questions have been completely and correctly answered**. Furthermore, the completed questionnaire is in accordance with the enrollment regulations § 4(3), No. 1 (*Einschreibungsordnung*) an indispensable component of the enrollment process.

Necessary records for enrollment:

The following records, **if they have not already been handed in to the university or uni-assist**, are to be handed in together with the Application of Enrollment at the International Office. An application without records will not be processed!

- this completed and personally signed application of enrollment
- a copy of your university degree certificate
- a copy of your state identification card or passport
- proof of exmatriculation at your previous university (only necessary if you have been enrolled at a German university)
- all other necessary records listed in your notification of acceptance

additionally:

-electronic notification from a German statutory health insurance fund, sent via the SMV ("Studenten Meldeverfahren") in accordance with § 199a SGB V (*social code V*). Also students who aren't members of a statutory health insurance fund must also contact one in order to notify the university of their insurance status

Only if you are applying for a German-taught course and your higher education entrance qualification was not gained at a German-speaking institution:

- a DSH language certificate or equivalent proof of language proficiency

Please complete this form with your computer and submit it including all necessary documents to the International Office!

Anmerkungen vom International Office

Kurzerfassung am

Fehlende Unterlagen

Bescheidversand am

Frist bis

Immatrikulation am