

Which documents do you need to enrol at the University of Augsburg?

- Enrolment checklist for master's degree programmes -

Enrolment can only take place if the following documents are submitted **in full** by the deadline on the letter of admission (if they have not already been submitted with your application).

☐ **Letter of admission (*Zulassungsbescheid*)** with a signed declaration if it is a conditional admission

☐ **Enrolment request (1) or request to study a double degree or to change degree programme or subject (2)**

1. If you are **not yet enrolled at the University of Augsburg**,

- please accept the **offer of admission** in your **applicant account** at <https://vibs.uni-augsburg.de>,
- complete the **online enrolment** by clicking on the button "**apply for enrolment**" (*Immatrikulation beantragen*).
- At the end of the online enrolment, print out the **enrolment request**, **sign it**, and enclose it with the other required enrolment documents (applicants admitted to the master's degree programmes "BWL," "EPP," "Wirtschaftsinformatik," and "Wirtschaftsingenieurwesen" should also print out the letter of admission).
- At **enrolment**, please present the signed enrolment request and the letter of admission, as well as **all** other required documents to the Registrar's Office (*Studierendenkanzlei*).

2. If you are **already enrolled at the University of Augsburg** (re-registration required), please log in to your student account in VIBS <https://vibs.uni-augsburg.de> and **accept your offer of admission** or add an application for your desired degree programme **if the application for the master's degree programme does not take place through VIBS**. When applying to enrol, please indicate that you would like to request to study a **double degree** (e.g., where you have a conditional admission to a master's degree programme) or that you would like to request to **change degree programmes** (e.g., where you have received a final admission to a master's degree programme). Then please submit the following documents to the Registrar's Office (*Studierendenkanzlei*) at the University of Augsburg:

- a **completed and signed request to study a double degree or to change degree programme or subject**,
- the official **letter of admission**, and
- an **officially certified copy of your degree certificate** (please do not send your diploma or transcript of records). If the degree was obtained at the University of Augsburg, a simple copy of the degree certificate suffices.

No further documents are required.

☐ **Electronic notification from a statutory German health insurance provider (insurance status)**

either confirming that you are covered by statutory health insurance or that you are not covered by it (e.g., that you have private insurance or that you are exempt from compulsory health insurance for students). The notification must be electronically transmitted to the University of Augsburg (Sender number: H0000935). It cannot be submitted in paper form. Only **statutory German health insurance providers** are authorised to electronically transmit this information, even for privately insured students. Further information can be found via the following link: <https://www.uni-augsburg.de/en/studium/bewerbung/versicherung/>

☐ **Upload a personal photo for the Campus Card Augsburg (CCA)**

If you would like to have your photo on your CCA (not mandatory), you must upload it to your personal applicant account **after** online enrolment and at the latest **before** your enrolment at the University of Augsburg.

Further information about the CCA can be found here: <https://www.uni-augsburg.de/en/studium/studieren-augsburg/semesterticket/>

☐ **An officially certified copy of your bachelor's degree certificate**

(Please do not send your diploma or transcript of records!)

If the degree was obtained at the University of Augsburg, a simple copy of the degree certificate suffices. If you have changed your name, please submit relevant evidence thereof via presentation of a marriage certificate or passport! If you have received a **conditional admission** to a master's degree programme, please submit an officially certified copy of the degree certificate (and any other required documentation) **by the deadline stated on the letter of admission**.

☐ **Proof of payment of the semester fee totalling €150,63 for the relevant semester**

(A copy of your bank statement, or in the case of an online transfer, a printout confirming the transfer.)

The semester fee consists of a **student contribution to the student services organisation *Studierendenwerk*** of **€72,00** and the cost of a **semester public transport ticket** of **€78,63**. The total fee is to be paid into the following bank account of the University of Augsburg:

- Recipient: **Staatsoberkasse Bayern**
- Bank: **Bayerische Landesbank München**
- Reason for payment: ***Applicant number** / SoSe 24 / 7032033016 / *Surname***
- BIC: **BYLADEMMXXX**
- IBAN: **DE12 7005 0000 0301 2792 82**

*** Important:** Please provide the above details under reason for payment, especially the **applicant number** (*Bewerbernummer*), which can be found on your **enrolment request**. The payment cannot be allocated if the applicant number is not provided.

Exceptions:

Students with a disability who are entitled to free public transport according to the *Sozialgesetzbuch IX* and who are in possession of the supplementary sheet with the corresponding token do not have to pay the semester public transport ticket fee. They are asked to present their **disability ID supplementary sheet with the corresponding token**.

Students who (with the consent of both universities) are **simultaneously enrolled at the University of Augsburg and at another university in Bavaria** only have to pay the semester public transport ticket fee at the University of Augsburg if they have already paid the student contribution fee to *Studierendenwerk* at the other Bavarian university (please submit confirmation of payment and your **certificate of enrolment** (*Immatrikulationsbescheinigung*)).

Students **who are enrolled at both the University of Augsburg and the Augsburg Technical University of Applied Sciences** do not have to pay the semester fee at the University of Augsburg if they have already paid the fee to the Augsburg Technical University of Applied Sciences (please provide confirmation of payment and your certificate of enrolment (*Immatrikulationsbescheinigung*)).

☐ **Confirmation of previous periods of study with academic progress or confirmation of de-registration**

if you are or have previously been enrolled at one or more universities in Germany (not required for foreign universities). The confirmation of previous periods of study should state the study period, the degree programme/subjects taken, and the number of semesters studied for, as well as any semesters taken as leave at the last German university attended.

⇒ **Evidence of all previous periods of study in Germany must be provided!**

The examinations office at the University of Augsburg decides on the credits awarded for previous academic achievement upon application after enrolment.

☐ **Tabular CV (if it has not already been submitted with your application)**

☐ **A copy of a valid ID photo (e.g., ID card, passport)**

☐ **Officially certified copy of evidence of German language skills as required by your degree programme (if this has not already been submitted).**