

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

- Enrolment checklist for restricted admission degree programmes -

Enrolment can only take place if the following documents are submitted in full by the deadline on the letter of admission.

☐ **Letter of admission (*Zulassungsbescheid*) for a higher subject-semester at the University of Augsburg**

for the degree programmes: "Betriebswirtschaftslehre," "Geographie," "Global Business Management," "Hebammenwissenschaft," "Humanmedizin-Modellstudiengang," "Medien und Kommunikationswissenschaft," "Medizinische Informatik," "Rechts- und Wirtschaftswissenschaften," "Sozialwissenschaften," "Wirtschaftsinformatik und Wirtschaftsingenieurwesen."

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

1. If you are **not yet enrolled at the University of Augsburg**, you can access the **enrolment request** after your **online enrolment** in the application portal of the University of Augsburg at <https://vibs.uni-augsburg.de>. Please print it out, sign on the last page, and submit the form together with the other documents listed on the checklist to the Registrar's Office (*Studierendenkanzlei*).
2. If you are **already a student at the University of Augsburg** and would like to change your degree programme, you must **re-register** for the semester in question. Please log in to your student account in VIBS <https://vibs.uni-augsburg.de> and accept your offer of admission. When applying to enrol, please indicate that you would like to request to **change of degree programme**. Then please submit the following documents to the Registrar's Office (*Studierendenkanzlei*) at the University of Augsburg within the registration period stated in the letter of admission:
 - a completed and signed request to change degree programme or subject,
 - the official letter of admission

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 have to 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 higher education entrance qualification**

(e.g., a secondary school leaving certificate (*Abiturzeugnis*), a degree certificate from a university of applied sciences with a university of applied sciences entrance qualification certificate (*Fachhochschulzugangsberechtigung*))

Officially certified copies can be provided by the educational institution that issued the certificate, by city/municipal administrators, a notary, and all other seal-bearing institutions. The original certificate can also be submitted **together** with a simple, complete copy to the Registrar's Office (*Studierendenkanzlei*) during opening hours (this is not recommended for written enrolment). If you have changed your name, please provide relevant evidence thereof in the form of a marriage certificate or passport!

- ☐ **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.

- ☐ **An officially certified copy of your university degree certificate if you have already completed a university degree** (if you did not already submit this during pre-registration at the University of Augsburg. A simple copy of the degree certificate is sufficient if the degree was obtained at the University of Augsburg). If you completed your studies at a university of applied sciences or a technical university of applied sciences, please **also submit** an officially certified copy of your **university of applied sciences entrance qualification** (*Fachhochschulzugangsberechtigung*).

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