

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

- Enrolment checklist for doctoral studies -

Enrolment can only take place if the following documents are submitted in full (if they have not already been submitted with your application).

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 transfer to a doctorate, you must be **re-registered** for the semester in question. Please log in to your student account in VIBS (<https://vibs.uni-augsburg.de>). When applying to enrol, please indicate that you would like to request to change degree programmes. Then please submit the request to change degree programme or subject to the Registrar's Office (*Studierendenkanzlei*), together with the documents from the checklist. In this case, you do not need to submit proof of payment of the semester fee or evidence of your study history.

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/>

Confirmation of academic supervision from your doctoral supervisor with questionnaire.

The confirmation of academic supervision form with questionnaire can be found here: <https://www.uni-augsburg.de/de/organisation/einrichtungen/studierendenkanzlei/antrage/>.

Officially certified copy of the degree certificate entitling you to start a doctorate

(Please submit the degree certificate and not the diploma.)

If the degree was obtained at the University of Augsburg, a simple copy of the certificate is sufficient. If you have changed your name, please submit relevant evidence thereof via presentation 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!**

Officially certified copy of evidence of sufficient German language skills

if you possess a **higher education entrance qualification that was not acquired in Germany** (if this has not already been submitted and if it is required by the faculty for the doctorate).

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