

Saarland University Students' secretariat <u>Opening hours:</u> Mon / Wed / Thu 13:30 - 15:30 Tue / Fri 10:00 - 11:30	Campus A4 2, Ground Floor PO Box 15 11 50, D- 66041 Saarbrücken Telephone: 0681/302-5491 or -2612 (international students not holding German entrance qualifications) e-mail: anmeldung@univw.uni-saarland.de
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Leaflet for admitted students and enrolment for the winter semester 2010/2011

If you receive admission notification the enrolment is to be submitted in written form enclosing the documents and evidence stated below to the students' secretariat (see above for address). It is essential that you comply with the enrolment period stated in the admission notification. If enrolment is not activated within this period the admission lapses. If you want to enrol for a course without admission restrictions you can do so from 2nd Aug. to 30th Sep. 2010 in written form enclosing the documents and evidence stated below.

Enrolment can only be effected if all the necessary documents together with the enrolment form are submitted within the period.

A photocopy of the identity card or passport must be enclosed with the enrolment form. As well as:

- a) admission notification from ZVS or Saarland University (not for courses that do not require admission).
- b) the completed and signed enrolment request or, if you are already enrolled with Saarland University, the completed and signed request to change the enrolment.
- c) a photo (passport size).
- d) if admission has been given by ZVS or for courses that do not require admission:
for **German student applicants and those with German entrance qualifications**: certified copy of the higher education entrance qualification; if appropriate certified copy of the recognition mark (for German applicants with higher education access qualifications from other countries or the former GDR) and if appropriate certified translations into German (not required if the students' secretariat already has up-to-date versions from the application); for foreign **EU and EEA citizens**: certified copy of higher education entrance qualification and the official translation into German (not for documents in English or French).
- e) Payment receipt for the fee for the winter semester. The amount to be paid is made up of the **semester contribution** (social contribution incl. semester ticket) and the study fees (where applicable). The semester contribution is **€140.00**.

The whole sum is to be transferred to the "Saarland University" account no. 330000 at Bank 1 Saar (sort code 59190000). Please state the first and last name as well as the date of birth in the reference. If you are already aware of your enrolment number please state this to the very left of the first reference line. (IBAN: DE19 5919 0000 0000 33 0000; BIC: SABA DE 5 S)

Students who have completed their 55th year of life must pay in addition to the semester contribution (€140.00) a fee of €400.00 (a total of €537). This fee is not paid if you are **only** enrolled for "doctorates with prior graduation". Enrolment is only complete on payment of the fees/charges; it may take a few days to receive the payment due to bank processing times.

- f) Evidence of health insurance protection (see separate leaflet).
If you are not insured in a statutory health insurance scheme in Germany but rather in another member state of the European Union, ensure that your health insurance company in your home state issues the EHIC chip card. Here in Germany you present this to the Allgemeine Ortskrankenkasse (AOK) at the university's location. After checking the insurance protection the AOK will issue the relevant health insurance certificate to present to the university. Similar rules may apply to other states with which Germany has signed a Social Insurance Treaty.
- g) Any evidence of cancelling enrolment at a previous German university. Enrolment for a course for which there are federal authorisation numbers is prohibited if the applicant is also enrolled at another scientific university in Germany for the this course at the same time. This does not apply to visiting students or if the enrolment at Saarland University does not affect the admission right of other student applicants as per Art. 12 of the German Constitution (Grundgesetz - GG).
- h) Any evidence of adequate German language skills. This evidence can only be provided by the following documents (always submit certified photocopies):
 1. a certificate that authorises higher education study at the place it was issued if the certificate is provided in German by a German-language school (e.g. a German Abitur certificate),
 2. a recognition mark concerning the equivalence of an international higher education access right to a German one, if this recognition covers knowledge of German,
 3. a certificate for a passed German language examination for higher education access for international applicants (DSH-2 or DSH-3) or a passed examination that documents German language skills (PNDS) pursuant to the guidelines of the Higher Education Chancellor's Conference.
 4. a certificate on the passed examination to determine the suitability of international applicants for starting a course at universities in the Federal Republic of Germany (entrance examination),
 5. a "Kleine deutsche Sprachdiplom", "Große deutsche Sprachdiplom" or certificate on passing the Goethe Institute's "Zentrale Oberstufenprüfung (ZOP)".
 6. "Deutsche Sprachdiplom Stufe II" by the Culture Minister Conference.
 7. "Test Deutsch als Fremdsprache (TestDaF)" certificate with level 4 or 5 in all sub-tests.
 8. Certificate on higher education authorisation right acquired in the Grand Duchy of Luxembourg.
Saarland University will decide whether the relevant certificate is valid.
- i) any evidence of passing the **sports suitability test** for enrolling on **sports sciences**. For the sports sciences course enrolment is also dependent on passing a suitability test within the past 18 months. The registration for the suitability test is/was to be made annually **by 31st May at the latest** with the Sports Science Institute. Those who have com-

pleted a similar test at another university or completed studies that are equivalent to the examinations may be released from the suitability test requirement if this took place within the past two years. The application for release from the sports suitability test is to be made in no particular form with the appropriate documentation (certificate of the detailed examinations) to Sports Science Institute of Saarland University, Bldg. B8 2 (PO Box 151150, D-66041 Saarbrücken).

Important: According to the applicable authorisation law it is not possible to "reserve" a place on a course that has been assigned to a person undertaking military or equivalent civil service until the end of the military or equivalent civil service. But there is no disadvantage if you have been admitted for a course but were unable to take up the place due to military or equivalent civil service (rule of preferred choice). In all cases however the applicant must make another application at the end of the military service to the department that assigns study places. Please keep your first admission notification as this must be presented with the second application.

Enrolment must be denied if the examination right has already been lost for the selected course.

If you have received an authorisation notice for a **higher semester** or the **remaining assignment process (lottery process)** - if not already submitted in the request for admission - the following documents must also be submitted:

- 1) Enrolment certificate (with course name and semester) from the previous university and grade certificate for the responsible examination office there.
- 2) Higher education admission right (compare d. above).

If you have an admission notification for a **post-graduate course** you must also submit:

- 1) a certified copy of the final examination for your degree (e.g. bachelors, initial state examination). For certificates in foreign languages, a certified translation into German must also be submitted.
- 2) payment receipt for the fee to take part in the post-graduate course, if a fee is payable. The level of the fee and the payment methods are to be taken from the admission notification.

Double enrolment If admission numbers are set for more than one course, enrolment for several courses can be made if there are scientific reasons, compulsory career reasons or other special career reasons for multiple enrolment. If you are already enrolled on a course with restricted admissions at Saarland University a written reason for multiple enrolment in no particular form is required. This should contain all issues in detail that are relevant to your application.

For enrolment for **doctoral studies** (after completing an initial degree) in addition you must also submit a certificate from the relevant dean as per Section 3 Paragraph 5 of the Enrolment Rules that you fulfil the requirements for doctoral studies and an officially certified photocopy of the final university certificate or state examinations.

If you want to enrol as a **visiting student** (e.g. as part of the cooperation with Trier, Kaiserslautern, Landau/Koblenz Universities) you can request separate information:

Direct questions on **part-time studies** to: 0681/302-5491.

Other important information: Teaching starts: 18th Oct.; Teaching ends: 11th Feb. 2011;

Registration period for summer semester 2011: 17th Jan. to 25th Feb. 2011.

Central studies advice (Building A4 4, Tel.: 0681/302-3513): Central studies advice in the study centre provides general information (e.g. on introductory and orientation events) and information material on your course. Appointments can be agreed for individual advice sessions.

Studentenwerk im Saarland e.V. (Building D4 1 [Mensa], lower ground floor): You should make your application for a **student grant (BAföG)** to the **Office for Student Grants** as soon as possible. Forms are available there. Visiting times: Service point Mon – Thu 8.00 to 12.30 and 13.30 to 16.00, Fridays 8.00 to 12.30, administrators Mon - Thu 11.00 - 12.30, Mon & Wed 13.30 - 14.30, Tel.: 0681/302-4992. The **Halls of residence department** (Tel.: 0681/302-2803) is responsible for assigning rooms in the University's halls of residence (opening hours: Mon, Tue & Thu 9.30 - 11.30, Mon 13.00 - 14.00); **the Room agency** (Tel.: 0681/302-2800) offers private rooms (opening hours: Mon to Fri 10.00 - 12.00, Mon 13.00 - 14.00). **Halls of resident department** external office in **Homburg**: Tel.: 06841/16-27483 or -27484 (opening hours: Mon, Wed, Fri. 10.00-13.00)

As at: 17.05.2010