

## Matriculation and Registration of International Doctoral Candidates

The following regulations apply for individuals who have been accepted as a PHD student by the faculty:

PHD students who have a letter of acceptance **dated before** the 30.03.2018:

Either matriculation or registration are possible.

PHD students who have a letter of acceptance **dated from** the 30.03.2018:

Matriculation is compulsory unless one is employed over 50% by the university. In this case, registration is possible upon presentation of the current employment contract.

### Matriculation Process

A student status allows for various discounts in public transportation and in the university's cafeterias. Additionally, a UniAccount will be established for you to enable you to use all IT services and participate in the course program of the International Graduate Academy. All services of the German Student Union (Studierendenwerk) will also be available for you ([www.swfr.de/en](http://www.swfr.de/en)). Besides the fact that it might be easier to find part-time jobs with a student status, being matriculated might also result in simplified dealings with the immigration office concerning your residence permit. The cost of matriculation amounts to 161€ per semester

Please hand in the following documents to complete your matriculation/enrolment:

- Matriculation form
- Letter of acceptance issued by the respective faculty (this letter can either be obtained from the "Promotionsausschuss" or the "Prüfungsamt")
- Copies of your university degree as well as a detailed transcript indicating all attended seminars and marks. Please note that we accept documents in German, English and French. For all other languages, we ask you to provide an official translation as well as copies of the original documents.
- Receipt from the university's cash register for the deposited social and administrative fees of 180€ per semester (or direct payment by GiroCard when you matriculate).
- If you already studied at a university in Germany before: Confirmation about the exmatriculation from your former university

## Registration Process

You receive an eligibility to partake in the interdisciplinary qualifications program of the International Graduate Academy (IGA). Further information regarding registration can be found on the pages of the International Graduate Academy: [http://www.frs.uni-freiburg.de/en/promovierende\\_en/promovieren-en](http://www.frs.uni-freiburg.de/en/promovierende_en/promovieren-en)

The registration at the university is free of charge.

Please note that you do not have official student status at the University of Freiburg if you choose registration.

Please hand in the following documents for your registration:

- Completed registration form: [http://www.frs.uni-freiburg.de/en/iga-en/kurse/application\\_registration](http://www.frs.uni-freiburg.de/en/iga-en/kurse/application_registration)
- Letter of acceptance issued by the respective faculty (this letter can either be obtained from the "Promotionsausschuss" or the "Prüfungsamt")
- Your employment contract showing that you are employed over 50% by the university

If you have any questions about the matriculation or registration you can also visit us during our office hours (see below). You can hand in your documents for the matriculation or registration at our office or send them by mail to the address below:

**Enrollment or registration as a doctoral candidate** at the Student Service Center - IAS is **only possible after providing data via HISinOne (DOC501)**. To do this please follow the instructions here:

[https://wiki.uni-freiburg.de/campusmanagement/doku.php?id=hisinone:promovieren:datenerfassung\\_en](https://wiki.uni-freiburg.de/campusmanagement/doku.php?id=hisinone:promovieren:datenerfassung_en)