

Leaflet Matriculation

Please read carefully!

Matriculation for the 2022 winter semester

Dear student applicant,

for matriculation (enrolment), an application form for enrolment, a copy of the letter of admission from the University of Freiburg or from hochschulstart.de and other documents are required. Please note that matriculation is only possible within the period of time stated in the notification of admission.

The application for enrolment can be submitted either

- fill in online (<https://campus.uni-freiburg.de/>), print it out, sign it and submit it with the remaining documents in person or by post. The option of preparing the application for enrolment online is available to all applicants except for admissions in the subjects B.S.c. Regio Chimica, higher semesters master, Medicine, Dentistry and Pharmacy. In this case, please use the paper application form.
- fill in the paper application, sign it and submit it with the remaining documents in person or by post.

We recommend that you fill out the application online, as your data will be recorded and stored in the system as soon as you fill it in, thus accelerating and facilitating the enrolment process.

For subjects/degree programs without admission restrictions, you can upload your documents there after registering at campus.uni-freiburg.de and, after we have checked them, fill out an application for online enrolment. You have to print it out, sign it and submit it together with all other necessary documents to the Registrar's Office of the University by 06 October 2022 at the latest.

Below you will find the information required for the enrolment application:

- Information sheet UniCard
- Fact sheet on health insurance
- Letter of welcome and notice of contribution from the Studierendenwerk

Please submit the application for enrollment with the required documents within the matriculation deadline in writing by regular mail or personally at:

Service Center Studium
of the University of Freiburg
Registration Office
Sedanstraße 6
79098 Freiburg
<https://uni-freiburg.link/studsek>

The telephone office hours of the Registration Office are:

In the morning Monday to Friday: 08.30 - 11.00 a.m.

Afternoons Monday through Thursday: 13.00 - 15.00

International Students submit the application to:

Service Center Studium
of the University of Freiburg
International Admissions and Services
Sedanstraße 6
79098 Freiburg

<https://www.studium.uni-freiburg.de/de/beratung/ias>

Please note that there may still be access restrictions to the building at the time of enrollment due to Corona. For updated information, please visit our website at <https://www.studium.uni-freiburg.de/>

Please note that you must matriculate by the deadline.

The **matriculation application** should be accompanied by the following documents:

a) If you have never been matriculated at a university before:

1. Original or copy of the letter of admission (if you have applied in advance)
2. For Germans: **Original or officially certified copy** of qualification for admission to institutions of higher education (will be returned). This is also necessary if you have already submitted a copy of your qualification for admission to institutions of higher education with your application.
3. a certificate providing **evidence of German statutory health insurance** coverage or an exemption from the health insurance requirement: will be transmitted electronically to us by the statutory health insurance company. For this purpose, please request "Meldegrund 10 for Uni Freiburg" from your chosen German statutory health insurance. Your health insurance card or EHIC or a written general proof of insurance are not enough. See below for more information.
4. Receipt for **fees*** of EUR 161.00
5. Original or officially certified copy of additional evidence requested in the letter of admission
6. For applicants to a 1st subject semester: Record of participation in an online study orientation process (unless this was submitted with your application for admission). Applicants for a Master's degree do not have to submit this document.
8. If you are submitting your matriculation by post: A self-addressed DIN C4 envelope franked with postage of EUR 1.60

b) If you have already been matriculated at one or more universities:

1. **Original or copy** of the **letter of admission** (if you have applied in advance)
2. **Original or officially certified copy of qualification** for admission to institutions of higher education (will be returned). This is also necessary if you have already submitted a copy of your qualification for admission to institutions of higher education with your application.
3. Original or officially certified copies of **certificates of orientation**, preliminary, interim and final examinations (will be returned)
4. Confirmation of acceptance from the Faculty for matriculation as a PhD student
5. A certificate providing **evidence of German statutory health insurance** coverage or an exemption from the health insurance requirement: will be transmitted electronically to us by the statutory health insurance company. For this purpose, please request "Meldegrund 10 for Uni Freiburg" from your chosen German statutory health insurance. Your health insurance card or EHIC or a written general proof of insurance are not enough. See below for more information.
6. **Receipt for fees*** of EUR 161.00
7. Regular exmatriculation certificate (not an exmatriculation certificate for failure to pay fees, etc.) from all universities previously attended. The certificate should state degree program, subject semester, university semester, period of matriculation, date of exmatriculation.
8. If you had leave of absence from a German university or universities: Study certificates from the German university or universities with leave of absence note
9. Original or officially certified copy of additional evidence requested in the letter of admission
10. For applicants to a 1st subject semester: Record of subject-related advice, if you were matriculated on a degree

program at a university for at least 3 subject semesters and wish to change to a 1st subject semester at the University of Freiburg (does not apply if studies are completed)

11. For applicants to a 1st subject semester: Record of participation in a study orientation process (unless this was submitted with your application for admission). Applicants for a Master's degree do not have to submit this document.

12. If you are submitting your matriculation by post: A self-addressed DIN C4 envelope franked with postage of EUR 1.60

c) If you are already matriculated at the University of Freiburg:

In this case you must attend the Registration Office in person and present the following documents to make changes:

1. Letter of admission
2. For subject-related higher education entrance qualification: Original or officially certified copy of qualification for admission to institutions of higher education (will be returned)
3. Where relevant, records of final examinations already taken (will be returned)
4. Application to change degree program/subject (you can obtain this at the Registration Office or print it out from the Internet at <http://www.studium.uni-freiburg.de/de/studierendenservices/studienplatztausch-etc>).

In this case, do not complete the matriculation application.

5. Record of subject-related advice, if after the 3rd subject semester you are wishing to change one or more subjects and matriculate for the 1st subject semester in the new subject(s)
6. Original or officially certified copy of additional evidence requested in the letter of admission
7. For applicants to a 1st subject semester: Record of participation in a study orientation process (unless this was submitted with your application for admission). Applicants for a Master's degree do not have to submit this document.
8. If you have not yet reregistered for the 2022 winter semester, please send the necessary amount of EUR 161.00, and, where relevant, the fees for a second degree of EUR 650.00 (= total amount: EUR 811.00), to the University Finance Office account (reference: 2022matriculation number) or pay using a Girocard ("EC card" with PIN) at the Registration Office. We wish to expressly point out that matriculation can only be completed once all the above documents are received in full.

Yours faithfully,
Your Registration Office

* A contribution to administrative costs per semester of €70 is payable (in accordance with Section 12 LHGebG), €7 contribution to the combined student body (in accordance with Section 3 Beitragsordnung der Verfassten Studierendenschaft der Albert-Ludwigs-Universität), €78 contribution to the Student Council (in accordance with the Beschluss des Verwaltungsrats des Studierendenwerks dated 27.06.2016 in conjunction with Section 12 (2) and Section 6 (1) of the StWG).

If you are taking up a second or further undergraduate degree program or a second or further consecutive Master's degree program, fees for a second degree to the amount of €650 per semester may additionally be due.

Payment options:

By bank transfer: please transfer the fees to the account of the University Finance Office at the Baden-Württembergische Bank Stuttgart, IBAN: DE71 6005 0101 7438 5087 68, BIC SOLADEST600. Please state as reference with your transfer the letters "BEW", your application number AND your first name and surname (e.g. BEW621798LenaMusterfrau

UniCard for students of the University of Freiburg

After enrollment, you will automatically receive your personal UniCard by post if you provide a registration address in Germany. Your UniCard is valid for five years from the beginning of the semester (April 1st for summer semester / October 1st for winter semester), unless you have been exmatriculated beforehand.

If you have **not** provided an address in Germany your UniCard will not be sent to you. In that case please collect your Uni Card at the UniCard office, Service Center Studium (Sedanstraße 6, 79098 Freiburg). Please note the opening hours: Mon. 12-14 o'clock, Wed. 10-12 o'clock, Fr. 10-12 o'clock. Your UniCard will be available for collection approx. one week after your matriculation.

The UniCard

- serves as your student card to identify you as a student of the University of Freiburg
- offers you cashless payment on copying machines and special printers
- enables cashless payment in the university canteen ("Mensa") and cafeterias
- is your library card for the University Library "UB" (book lending, fee payment, lockers)
- gives you access to buildings and rooms
- With your UniCard, a photo ID and your certificate of study you are eligible to buy a SemesterTicket plus you can use public transport in Freiburg after 7.p.m. free of charge (Note: this does not apply for students who take an official leave of absence)

Website: www.unicard.uni-freiburg.de - Here you can also find the current opening hours of the UniCard office at the Service Center Studium, Study Service Center (Sedanstraße 6, 79098 Freiburg).

Contact: E-Mail: unicard@uni-freiburg.de (please always provide your full name, matriculation number and UniCard number), Tel.: +49 (761) 203-8893.

Payment function of the UniCard

You can top up the UniCard's digital wallet for cashless payment in the Mensa and cafeterias as well as at vending machines, printers, copying machines, washing machines in dormitories, etc. using the Autoload system of the Freiburg Student Services "Studierendenwerk" (SWFR, www.swfr.de/autoload/) or using your Girocard (EC card) or cash. For security reasons, the maximum balance on the card is limited to €150. The minimum loading amount is always €10.

If you have any further questions about the payment function, please contact the Service Points in the Mensa or mensacard@swfr.de.

Use of the University Library (UB)

With your UniCard you have continuous access to the UB. To activate your UniCard in order to use the UB, please log into your UB account with your Uni-Account or log in at the information desk on the ground floor of the UB. (Your Uni-Account will automatically be sent to the e-mail address you have provided at enrollment.)

In case of malfunctions or loss of the UniCard

Loss: Report the loss immediately on +49 (761) 203-8893 or by e-mail (unicard@uni-freiburg.de) stating your full name, your matriculation number and your UniCard number. Your UniCard will then be blocked. For a fee of €10 you will receive a new UniCard at the UniCard office (Service Center Studium). Any remaining credit on the lost card cannot be refunded.

Malfunction or defect: Please also report malfunctions or defects to the UniCard office, Tel. +49 (761) 203-8893 or by e-mail (unicard@uni-freiburg.de).

Health Insurance Leaflet

This English translation is for convenience only. For legal purposes the German version is authoritative.

Insurance Facts

a) Liability for insurance

Students who are registered at state or state-recognized universities in the Federal Republic of Germany are liable for compulsory insurance in the statutory health insurance and social welfare funds. This also applies to students registered within Germany who have their residence or normal home abroad, unless they are entitled to benefits in kind on the basis of supra- or cross-national law.

The liability for insurance applies until the completion of the 14th subject semester, and at the most until the end of the semester in which they come to the end of their 30th year of age. The liability for insurance continues after this date, if

- ▶ the nature of the education,
- ▶ family reasons, or
- ▶ personal reasons,

specifically justify the achievement of admission requirements to a "second chance" learning institution, exceeding the age limit or an extended period of study.

Students who work for pay alongside their studies continue to be insured mandatorily as students if they still appear to be students, i.e., if their time and energy is largely devoted to studying. On the other hand, anyone who on the basis of the scope of their work appears to be an employee is not liable for compulsory insurance as a student but as an employee.

b) Family insurance

Students are not liable for compulsory insurance if they are insured as a family member under the statutory health insurance of their parents, spouse or life partner; the same applies to social welfare insurance. There is an entitlement to family insurance for children up to the completion of their 25th year, if they are in education or vocational training. Amongst other things, a requirement for family insurance is that the family member does not have a regular total income per month in excess of one-seventh of the base (€445.00). (For persons in marginal employment the permitted total income is €450.00.)

c) Exemption from health insurance liability

Anyone who becomes liable for compulsory insurance by registration as a student can apply to be exempted from the duty of insurance. Application should be made to the health insurance fund within three months of the start of the liability for insurance. Exemption cannot be revoked; it applies for the entire period of studies.

d) Voluntary insurance

For students whose liability for compulsory insurance ends for legal reasons (e.g., on exceeding the maximum number of semesters or maximum age), insurance resumes automatically in accordance with Section 188 (4) SGB V on the day after ceasing to be liable for compulsory insurance (obligatory follow-up insurance), unless the student actually declares his/her withdrawal within two weeks of being informed by the health insurance fund of the option to withdraw. Such withdrawal however is only effective if there is proof of other entitlement to cover in the event of sickness. No previous periods of insurance are required for obligatory follow-up insurance to come into effect. Voluntary membership is therefore established even if the student fails to apply. Anyone who is thus voluntarily further insured by the statutory health insurance also remains liable for compulsory insurance for social welfare. Liability for compulsory insurance may optionally however also be solved by concluding private social welfare insurance. This optional right may only be exercised for a period of three months after start of voluntary membership in the statutory health insurance fund.

Since 1 April 2007 the legal benefits of health insurance for students also apply to voluntary members of a statutory health insurance fund who are registered as students at a foreign state or state-recognized

university. If after 1 April 2007 these policyholders show that they count as students, then they only pay the "Studentenbeitrag" for their voluntary health insurance in Germany.

e) Private health insurance

Anyone who takes out private health insurance is obliged also to take out private social welfare insurance. Teenagers with parents who have private social welfare insurance may have private social welfare insurance under the same conditions as are the case for the statutory health insurance and social welfare fund (see above under (b) Family insurance), without paying contributions.

2. Benefits

Students and where relevant their co-insured relatives receive as benefits amongst other things medical and dental treatment including provision with dentures, medicines, dressings, remedies and aids, hospital treatment, screening tests, pregnancy and maternity benefits and long-term care benefits; there is however no entitlement to sick pay.

3. Contributions

Students who are liable for compulsory insurance have to pay in advance to the relevant health insurance fund the contributions for the semester of €397.98 to the statutory health insurance fund and €101.22 to the social welfare fund with a surcharge for childless students aged 23 and over (equal to a contribution of €66.33 and €16.87 monthly, respectively) before registration or re-registration. The semester contribution to social welfare insurance for students with children or childless students aged under 23 is €118.74 (equal to €19.79 monthly). The method of payment is standardized by the Spitzenverband Bund for all health funds. It is also possible to pay contributions monthly. Students who do not meet their obligation to pay contributions will be refused registration or acceptance of re-registration by the University. From 1 January 2015 health insurance funds may levy an additional fee which also has to be borne individually by students. Students who have family insurance are not charged a fee.

Students who are voluntarily insured are subject to a fee determined in accordance with the health insurance fund's regulations.

No registration without insurance

Before registration every student applicant must contact their health insurance fund to obtain an insurance certificate. The health insurance fund will provide the student applicant with a certificate recording

- ▶ whether s/he is insured or
- ▶ whether s/he is not obliged to take out or is exempt from health insurance, or is not liable for compulsory insurance.

This certificate should be submitted with the documents for registration at the University. If a student changes university a new insurance certificate should be submitted.

Which health insurance fund?

Student applicants receive the insurance certificate necessary for initial registration from the health insurance fund with which they are insured as a member or family member or with which they expect to be insured. Student applicants who are not insured in the statutory health insurance fund at the start of their studies receive their insurance certificate from the health insurance fund of which they were last a member or family member. It is hereby irrelevant how long ago the last membership or family membership was. If no prior health insurance fund has been used, then one of the optional health funds is responsible for issuing the insurance certificate.

Student applicants who wish to be exempted from the liability for insurance receive their insurance certificate from the health insurance fund that issues the exemption.

Choosing a health insurance fund

Students who are liable for compulsory insurance or entitled to insurance have the option of choosing to become a member of one of the following health insurance funds:

- the AOK health insurance fund of their residence,
- any Ersatzkasse, under whose regulations its responsibility extends to the policyholder's residence,
- company health insurance or craft guild health insurance funds, if their regulations provide for this and the policyholder resides in the fund district,
- the health insurance fund with which there was last membership or family insurance,
- the health insurance fund with which the spouse is insured,
- the AOK or any Ersatzkasse for the location where the university has its offices,
- the Knappschaft (pension insurance body for miners, railway workers and seamen).

The policyholder shall declare their choice to the chosen health insurance fund no later than two weeks after liability for insurance arises.

The chosen health insurance fund is also responsible for realizing the social welfare insurance. Family members covered by a family policy have no right of choice of their own; the member's decision applies to them.

More information

This leaflet only offers general information. The health insurance funds provide more information about students' health insurance.

An die
Studierenden
der Albert-Ludwigs-Universität Freiburg

Freiburg, 27. Mai 2022

BEITRAGSBESCHEID

Gemäß §§ 1 bis 3 der Beitragsordnung des Studierendenwerks Freiburg in der vom Verwaltungsrat des Studierendenwerks am 04.03.2020 beschlossenen Fassung in Verbindung mit § 12 Abs. 2 und § 6 Abs. 1 des Studierendenwerksgesetzes (StWG) ist von Ihnen zur Deckung der Kosten des Studierendenwerks Freiburg und für die Nutzungsmöglichkeit des ÖPNV-Semestertickets für das **Wintersemester 2022/2023** der Beitrag von

84,00 €

auf das unten bezeichnete Bankkonto zu entrichten. Hiervon entfällt ein Beitragsanteil von 56,00 € auf das Studierendenwerk sowie ein Anteil von 28,00 € auf die Sockelfinanzierung des Semestertickets. Dieser Sockelbeitrag berechtigt zum Erwerb des ÖPNV-Tickets, das ein Semester gültig ist und wird vom Studierendenwerk in voller Höhe an den Regio-Verkehrsverbund Freiburg weitergeleitet.

Das Studierendenwerk finanziert aus dem Beitragsanteil von 56,00 € unter anderem folgende Einrichtungen und Maßnahmen:

- allgemeine Zwecke des Studierendenwerks
- die Mensen und Cafeterien
- die Darlehenskasse und den Härtefonds
- die Versicherungen
- die Kinderkrippen
- die Psychotherapeutische Beratung
- das Beratungszentrum
- die Zimmer- und Jobvermittlung

Beim Beitrag handelt es sich um einen Solidarbeitrag, dessen Entrichtung für alle Studierenden verpflichtend ist. Für **beurlaubte Studierende** fällt nur der Beitragsanteil von 56,00 € an. Der Anteil von 28,00 € für das SemesterTicket wird nicht erhoben (das SemesterTicket kann nicht erworben werden).

Rechtsbehelfsbelehrung

Gegen diesen Bescheid kann innerhalb eines Monats nach Bekanntgabe Widerspruch beim Studierendenwerk Freiburg AöR, Basler Straße 2, 79100 Freiburg, schriftlich oder zur Niederschrift, eingelegt werden. Der Widerspruch hat gemäß § 80 Abs. 2 VwGO keine aufschiebende Wirkung.



Clemens Metz
Geschäftsführer

Hinweis:

Der Beitrag ist zusammen mit dem Verwaltungskostenbeitrag gemäß § 12 Abs. 2 Landeshochschulgebührengesetz (LHGebG) in Höhe von 70,00 € und dem Beitrag für die Verfasste Studierendenschaft in Höhe von 7,00 € zu entrichten. Wir verweisen hierzu auch auf die vom Service Center Studium herausgegebenen Informationen für die Einschreibung oder Rückmeldung. Bitte überweisen Sie **insgesamt 161,00 € und ggf. anfallende Studiengebühren** (siehe unter www.studium.uni-freiburg.de/de/studierendenservices/studiengebuehren) **vor der Einschreibung oder Rückmeldung auf das Konto der Universitätskasse bei der Baden-Württembergischen Bank Stuttgart**, IBAN: DE71 6005 0101 7438 5087 68, BIC: SOLADEST600. Bitte geben Sie im Verwendungszweck Ihres Überweisungsträgers **nur** folgende Daten an: 20222 und Ihre Matrikelnummer (falls vorhanden) z.B. **202221234567** bzw. für Bewerber/innen **BEW** gefolgt von der Bewerbernummer (falls vorhanden) oder dem Namen.

An die
Erstsemester
der Freiburger Hochschulen

Geschäftsführung
Clemens Metz

Telefon 0761/2101-200
Fax 0761/383030
E-Mail info@swfr.de
www.swfr.de

Unser Zeichen: G / ped
Ihnen schreibt: Petra Dobronn

Datum: Mai 2022

Liebe Studierende,

wir freuen uns, dass Sie sich für ein Studium in Freiburg entschieden haben! Ihr Studienort hat rund 220.000 Einwohnerinnen und Einwohner und ist mit über 30.000 Studierenden eine „echte“ Studierendenstadt. Das Leben in der Stadt und die attraktive Umgebung tragen zudem zur Beliebtheit Freiburgs bei. Mit Sicherheit werden auch Sie sich hier wohl fühlen.

Falls Sie als Erstsemester doch mal Probleme oder Fragen haben sollten, wenden Sie sich einfach an uns. Wir sind für Sie da und helfen Ihnen weiter – sei es bei der Zimmersuche oder in finanziellen Fragen, bei Problemen in rechtlicher Hinsicht oder wenn Sie einen Job suchen. Zwar wissen wir derzeit noch nicht, inwiefern das kommende Wintersemester noch von der Pandemie beeinträchtigt sein wird, sicher ist jedoch, dass wir in Präsenz und auch virtuell immer ein verlässlicher Partner für Sie sind, an den Sie sich gerne wenden können.

Wir gehen davon aus, dass wir Ihnen wieder alle unsere Leistungen anbieten können, die wir für Sie bereithalten. Unsere **Mensen** zum Beispiel, in denen wir frische und abwechslungsreiche Kost für jeden Geschmack zubereiten. Unsere **Wohnheime**, die nicht nur das Wohnen ermöglichen, sondern auch Gemeinschaftsräume bieten, in denen man sich zwanglos treffen kann. Unsere **Beratung zum BAföG und weiteren Finanzierungsmöglichkeiten**. Unsere **Sozialberatung und die Psychotherapeutische Beratung** zur Unterstützung in aktuellen Krisen. Oder unser **kulturelles Angebot**, das in erster Linie dazu da ist, den interkulturellen Austausch und die studentische Kultur zu fördern. Und nicht zu vergessen die „Studitours“, mit denen Sie die nähere und weitere Region erkunden können – übrigens ein Angebot unseres Internationalen Clubs, in dem sich Studierende aus aller Welt zu gemeinsamen Aktivitäten treffen.

Für Studierende aus dem Ausland bieten wir darüber hinaus spezielle Leistungen, zum Beispiel die Service-Pakete oder eine Gesundheitsberatung in englischer und französischer Sprache. Außerdem können Sie sich schon vor der Anreise auf unserer Website (s. Internationales, Internationaler Club) einen „Buddy“ suchen, der Sie bei Ihren ersten Schritten in Freiburg unterstützt.

Näheres über unsere Angebote finden Sie auf unserer Homepage swfr.de. Das Studierendenwerk ist außerdem in den Sozialen Medien vertreten, u.a. auf Facebook, Twitter und Instagram. Und immer aktuell sind die Informationen in unserem Newsletter, den sie auf unserer Website abonnieren können. Persönlich beraten werden Sie in unserem Verwaltungsgebäude, das sehr zentral in der Basler Straße 2 zu finden ist. Die Straßenbahnhaltestelle Johanneskirche liegt direkt vor unserer Tür.

Ich wünsche Ihnen nun eine gute Anreise nach Freiburg, einen guten Start ins Studium und hoffe, dass Sie sich rasch bei uns einleben.



Clemens Metz
Geschäftsführer