

Dear doctoral candidates,

below you will find the information necessary for the enrollment or registration application. Please read this leaflet carefully. The following documents are attached to this leaflet:

- a) Application for enrollment with key for filling the form
- b) UniCard leaflet
- c) Welcome letter for doctoral candidates
- d) Payment assessment from the Studierendenwerk (SWFR)

You can submit the application with the required documents either via post or in person at the Student Service Center (SCS) of the University of Freiburg, Sedanstraße 6, 79098 Freiburg. International doctoral students should contact International Admissions and Services (IAS), German doctoral students should contact the Registration Office. If you are unable to enroll/register in person, e.g. due to absence, you can authorize a person of your choice to do so. In this case, a written power of attorney must be enclosed with the application documents to be submitted.

If you have any questions, you can contact your personal contact person at the SCS (assigned according to nationality and/or the first letter of your surname). You will find the contact persons on the SCS homepage. Please refer to the SCS website for the current opening hours and contact details of the respective contact persons. www.studium.uni-freiburg.de

Please note that the enrollment deadline does not apply to doctoral candidates.

The application for enrollment must be accompanied by the following documents:

1. Copy of the acceptance letter as a doctoral candidate (from the faculty)
2. Original or officially certified copy of the qualification for admission to institutions of higher education (will be returned). This is also necessary if you have already uploaded a copy of your qualification for admission to institutions of higher education when you applied. If you are/were already enrolled at the University of Freiburg, you do not need to submit a certified copy of your university entrance qualification again for enrollment/registration as a doctoral candidate.
3. Original or officially certified copies of university degree certificates. If you have completed your Master's degree at the University of Freiburg, we do not require a certified copy of your Master's degree certificate.
4. Receipt for paid semester fees of 180,- EUR
5. For foreigners from outside the EU: Copy of passport with permission to remain or a valid visa
6. If applicable, Regular exmatriculation certificate(s) (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.
7. If you submit your enrollment by mail: include a DIN C4 envelope addressed to you and stamped with €1.60

The application for registration (no fees) must be accompanied by the following documents:

1. Copy of the acceptance letter as a doctoral candidate (from the faculty)
2. For doctoral candidates accepted after March 31, 2018: a copy of your current work contract (as proof of exemption from obligatory enrollment)
3. If you submit your registration by mail: include a DIN C4 envelope addressed to you and stamped with €1.60

If you are already enrolled as a student at the University of Freiburg and wish to remain so (e.g. in the case of a doctorate in medicine as part of your studies), you must register as a doctoral candidate in addition to your (previous) enrollment. For this purpose, you must fill out the application form for a change of degree programme/subject and hand it in personally at the Registration Office. You can receive the application at the Registration Office or you can download and print it out at http://www.studium.uni-freiburg.de/en/student-services/changing-fields-etc?set_language=en.

The enrollment application should not be filled in in this case! Please enclose a copy of the acceptance letter as a doctoral candidate with your application. If you have not yet re-registered for the coming semester, transfer the required amount of 180,- Euro* to the account of the Universitätskasse (reason for transfer: year 4 digits, 1 for summer semester, 2 for winter semester, matriculation number, e.g. 20221matriculation number) or pay by Girocard ("EC-Card", with PIN) at the Registration Office.

We would like to explicitly point out that the enrollment / registration can only be carried out if all the above-mentioned documents are submitted in full.

Best regards, your Student Service Center

* 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).

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 "PROM" AND your first name and surname (e.g. PROMLenaMusterfrau).
- With a Girocard ("EC-Card", with PIN) directly during enrollment