

Leaflet

Please read carefully!

Matriculation for the 2019 summer semester

Dear Student Applicant,

If you have a letter of admission from the University of Freiburg, you must include a copy with your matriculation documents. **Please note that you are only able to matriculate within the period stated in the letter of admission.** You must complete the matriculation application online, then send a signed copy with the necessary documentation to the Registration Office by the deadline stated in the letter of admission.

Complete the matriculation application online then submit it with the necessary documentation either in writing or in person to the Registration Office of the University of Freiburg, Sedanstraße 6, 79098 Freiburg.
The Registration Office is open as follows:

**Monday, Tuesday, Wednesday, Friday 9 a.m. to 12 p.m. and
Thursday 1 p.m. to 3 p.m.**

The following persons are responsible for matriculation (listed by initial letter of student's surname):

- Ms Ludat (tel. +49 761 203-4237; e-mail: ludat@service.uni-freiburg.de) for letters A-E
- Ms Winterhalder (tel. +49 761 203-4240; e-mail: winterhalder@service.uni-freiburg.de) for letters F-J
- TBC (tel. +49 761 203-4234; e-mail: studierendensekretariat@service.uni-freiburg.de) for letters K-Mue
- Ms Feldmeier (tel. +49 761 203-4239; e-mail: feldmeier@service.uni-freiburg.de) for letters Muf-Sch
- Ms Schrenk (tel. +49 761 203-4236; e-mail: schrenk@service.uni-freiburg.de) for letters Sci-U
- Ms Böcherer (tel. +49 761 203-4235; e-mail: boecherer@service.uni-freiburg.de) for letters V-Z

Please note that you must meet the matriculation deadline.

If you do not complete the matriculation documents personally or cannot matriculate in person, e.g. on account of absence, you may authorize a trusted person (such as parents or siblings) to do this for you. In this case the matriculation documents must be accompanied by a written letter of authorization.

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.
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. **Original** certificate from the relevant statutory health insurance fund or **copy** of exemption notice from a statutory health insurance fund (please note information provided concerning download, including example), as applicable.
4. Receipt for paid fees, in general amounting to EUR 155.00.
5. For foreigners from outside the EU: Passport with permission to remain or valid visa.
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 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 1.45.

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

1. Original or copy of the letter of admission.
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. **Original** certificate from the relevant statutory health insurance fund or **copy** of exemption notice from a statutory health insurance fund (please note information provided concerning download, including example), as applicable.

5. Receipt for paid fees, in general amounting to EUR 155.00.
6. Regular exmatriculation certificate (not an exmatriculation certificate for failure to pay fees, etc.) from previous universities. The certificate should state degree program, subject semester, university semester, period of matriculation, date of exmatriculation.
7. If you had leave of absence from a **German university or universities**:
Study certificates from the German universities with leave of absence note.
8. **Original or officially certified copy** of additional evidence requested in the letter of admission.
9. 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).
10. For foreigners from outside the EU: Passport with permission to remain or valid visa.
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 1.45.

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