

ENROLLMENT FORM

Passport photo
(if available electronically)

for the autumn term _____
 for the winter term _____
 for the spring term _____

Degree program (see code 1 in annex)

Student ID number

as a full-time student **as a part-time student**
as a modular student

1) Personal Data

Last name: _____

Maiden name: _____

First name: _____

Form of address: _____

Date of birth: _____ Gender: female male

Place of birth: _____

Country of birth: _____

Nationality: German Other, please specify: _____

2) Address (for correspondence)

Affix (c/o): _____

Street, number: _____

Zip code, town or city: _____

3) Home address (permanent place of residence)

Affix (c/o): _____

Street, number: _____

Zip code, town or city: _____

Enter last name and first name here

EDP completed on:

Reason for de-registration:

De-registered on:

Year of study

4) Contact information (optional)

Telephone number (including area code): _____

Cellphone: _____

E-mail: _____

5) Information on the degree program

Student status: H

Desired degree: MA

Form of study: 6

6) University Entrance Qualification (Abitur / High School)

Type of qualification: _____ Date obtained: _____
see last page Day Month Year

Final grade: _____

Place obtained: Abroad _____

Country _____

In Germany _____

City/administrative district _____

7) Information on health insurance

I am

- entitled to medical allowance/free medical care as a:
soldier civil servant
soldier registered with the Bundeswehr Vocational Advancement Service until _____

Soldiers who are studying under a Vocational Advancement Service program must submit proof of insurance after their Vocational Advancement Service entitlement has expired.

- exempt from insurance, exempt from paying compulsory insurance or not liable to pay compulsory insurance

Please enclose confirmation from a statutory health insurer of your exemption from paying compulsory insurance. Do not enclose membership confirmation from a private health insurer.

- insured with a statutory or private health insurer

Please enclose confirmation from your health insurer.

8) Double enrollment

(Please fill in only if you are planning a double enrollment)

I request approval for concurrent enrollment at another university:

No Yes

If yes, since when have you been registered at the other university?

Registered since: _____ Double enrollment has been requested
Day Month Year

At which university are you enrolled or have requested enrollment?

University: _____

as:
Student status _____ Desired degree: _____ Form of study: _____
code no. 2 code no. 3 code no. 4

in the degree program/combination of degree programs

1. Study program: _____

2. Study program: _____

Please enclose your enrollment certificate (or your letter of admission) as well as the approval for double enrollment from the other university. ("Munich Aerospace" lectures do not require approval for double enrollment.)

9) Information on the university abroad or in Germany that you attended first

At which university in Germany or abroad were you enrolled first, and when?

Semester: Winter semester Summer semester Year _____
Term: Winter term Spring term Autumn term

University: _____
Type (university, university of applied sciences, etc.) Name, location

10) Study program in the previous semester/term

(Required only if you were registered at a university in the previous semester/term)

At which university were you registered in the previous semester/term?

University: _____
Type (university, university of applied sciences, etc.) Name, location

Location of university: Abroad _____
Country
 Germany _____
Location

12) Last examination taken in Germany or abroad

Please indicate your last degree:

Examination date: _____
Day Month Year University (name, location)

Degree obtained: _____ Subject: _____
Academic degree in words Subject/Subject combination in words

Result/overall grade: _____

Please enclose a copy of your degree certificate.

13) Preliminary and intermediate examinations at German universities

Have you previously passed a preliminary or intermediate examination at a German university in one or a number of subjects you wish to enroll in? No Yes

If yes, please indicate the examinations in chronological order:

Date	Subject	Subject code	Examination
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

14) Eligibility to take the program's examinations

Have you previously lost your right to take examinations at a German college or university? Yes No

If yes, in which subject _____
Intended examination/subject

15) Academic studies abroad

(Required only if you were enrolled at a university or similar higher education institution abroad)

Please indicate the length of time studied abroad and the location:

1. Duration of studies abroad: _____
Duration in months International vehicle registration code Country

2. Duration of studies abroad: _____
Duration in months International vehicle registration code Country

I confirm

that my statements are correct and complete. I am aware that untrue statements may result in the refusal or revocation of enrollment in accordance with Section 48 and 49 of the Law on Administrative Proceedings (*Verwaltungsverfahrensgesetz – VwVfG*). I shall immediately notify the Examinations and Internships Office (building no. 101) of any changes.

I declare

that I have not failed an examination at the final attempt or lost my eligibility to sit the examination for other reasons in the study program for which I am enrolling.

I am aware

- that refusing to give information requested in accordance with Section 23 of the Federal Statistics Act (*Bundesstatistikgesetz – BstatG*) constitutes an administrative offence and may result in a fine of up to five thousand euros as well as refusal of enrollment;
- that enrollment must be refused if no proof of health insurance coverage under the Law on Health Insurance for Students (*Gesetz über die Krankenversicherung der Studenten*) or of exemption from health insurance has been provided in accordance with the Student Health Insurance Registration Ordinance (*Studentenkrankenversicherungs-Meldeverordnung*).

Purpose, nature and scope of data collection

Data is collected on the basis of Section 43 of the Bavarian Higher Education Act (*Bayerisches Hochschulgesetz – BayHschG*) and the revised version of the Higher Education Statistics Act (*Hochschulstatistikgesetz – HStatG*). It constitutes a survey by the University about all its enrolled students. Information must be given on the basis of documents obtained by the University's administrative division.

The purpose of collecting this data is to obtain information from the students on both personal aspects (such as age, district of residence, practical vocational activity prior to studying, university enrollment qualifications obtained) and academic matters (study programs, university or college, semesters studied in current and previous programs including examinations passed and semesters abroad). This data is needed for the work done by local and national education authorities and is also a source of statistical information for many working in the education sector as well as for the general public. Selected information from the students' statistics is also used to compile data on the academic progress of students in accordance with Section 7 of the Higher Education Statistics Act.

Legal basis/Obligation to provide information

Law on the Statistics for Higher Education and Professional Academies (*Gesetz über die Statistik für das Hochschulwesen sowie für die Berufsakademien*) (Higher Education Statistics Act) of 2 November 1990 (Federal Law Gazette (Bundesgesetzblatt – BGBl) 1, p. 2414), last amended by Article 3 G for the reorganisation of the micro-census and for the amendment of other statistics laws as of 7 December 2016 (Federal Law Gazette I, p. 2826) in conjunction with the Law on the Statistics for Federal Purposes (*Gesetz über die Statistik für Bundeszwecke*) (Federal Statistics Act) of 22 January 1987 (Federal Law Gazette 1, p. 462, 565), amended by Article 1 of the law of 21 July 2016 (Federal Law Gazette I, p. 1768).

Data is collected in accordance with Section 3 to 5 of the Higher Education Statistics Act.

The obligation to provide information is based on Section 10 subsection 1 of the Higher Education Statistics Act in conjunction with Section 15 of the Federal Statistics Act. Section 10 subsection 2 of the Higher Education Statistics Act states that the executive bodies of the institutions mentioned in Section 2 no. 1 of this act are obliged to provide the information. Section 10 subsection 4 of the Higher Education Statistics Act stipulates that the information must be given on the basis of documents obtained by the institution. Section 15 subsection 7 of the Federal Statistics Act states that objections to and action against the request to provide information shall not have a suspensive effect on enforcement.

Confidentiality

The details collected are kept confidential in accordance with Section 16 of the Federal Statistics Act.

(place)

(date)

(signature)

Projected end date:

you must apply for an extension through the examination board if date cannot be met

Hochschulzugangsberechtigung (HZB)	
3	allg. Hochschulreife Gymnasium
6	allg. Hochschulreife Gesamtschule
9	allg. Hochschulreife erweiterte Oberschule
12	allg. Hochschulr.Kolleg NRW entspr.Einr.and.Ld.
18	allg. Hochschulreife Fachgymnasium
21	allg. Hochschulreife Berufsoberschule
27	allg. Hochschulreife Abendgymnasium
29	allg. Hochschulreife Kolleg
31	allg. Hochschulreife Studienkolleg
33	allg. Hochschulreife Begabtenprüfung
34	Beruflich Qualifizierte Allg. Hochschulreife
35	allg. HR Abschl./Zwischenpr.(FH,GHS o.a.STG)
37	allg. Hochschulreife externe Prfg.,sonstige
39	General university entrance qualification (obtained abroad)
43	allg. Hochschulreife Fachgymnasium / Gym
44	Berufsobersch.(Techn- u. Wirtschaftsoberschulen)
45	Fachakademie einschl. Berufsakad. (o.Bd.-Wrt.)
46	fachg.HSReife Absch/ZwPrfg.FH Gesamthochschule
49	Abschluss einer Fach/Ingenieurschule(fgHR)
51	Studienkolleg (fachgeb. Hochschulreife)
52	fachgeb. Hochschulreife Begabtenprüfung
53	Berufl. Qualifizierte Fachgebundene HZB
55	fachgeb. Hochschulreife sonst.Studienberechtg.
59	fachgebundene Hochschulreife i. Ausland erworben
60	Fachhochschulreife Gymnasium
62	FHReife durch Abg.a.Gesamtsch. nach dem 12.Schulj.hr
64	Fachhochschulreife Fachgymnasium
65	Berufsoberschule (FHR)
66	Fachhochschulr.Fachoberschule(incl.Abendform)
68	Fachhochschulreife Kollegschele NRW entspr. Ld.
70	FHReife d. Abendschule,Fachoberschule Abendform
71	Beruflich Qualifizierte Fachhochschulreife
72	FHReife d. Berufsfachschule
73	Fachhochschulreife z.B. Meister-/Technikerschl.
74	Fachhochschulreife Akademien ohne BWtmbg.
75	Fachhochschulreife Kolleg
76	Fachhochschulreife Studienkolleg
77	Fachhochschulreife Begabtenprüfung
78	Fachhochschulreife sonstige Studienberechtig.
79	Fachhochschulreife außerhalb d.BRD erworben
91	Allgemeine HS-Reife Eignungsprfg.Kunst-Musik HS
92	Fachgeb.Eignungspruefung Kunst- Musikhochschule
93	Fachhochschulreife Eignungsprfg.Kunst-Musik HS
94	Allgemeine Hochschulreife ohne Angaben
95	Fachgebundene Hochschulreife ohne Angaben