Saarland University
Students' Secretariat
Campus A4 2, Ground Floor
PO Box 15 11 50, D-66041 Saarbrücken

| Opening hours: |
| Mon-Thu 13.30-15.30 |
| Fri 10.00-11.30 |

Enrolment request
1. Enrolment semester
   to
   ☐ Summer semester 2010
   ☐ Winter semester
   for the year. 20
   ☐ 0

I request enrolment as per this form. The necessary documents are enclosed.

Do not fill out the fields with bold frames.

Please answer the questions completely and if answers are given please tick the relevant box and if necessary transfer the number into the stipulated field on the signing bar on the right. All boxes must be completed from the left.

1. Have you ever been enrolled at Saarland University?
   ☐ no  ☐ yes, with the enrolment number ...........................................

2. If you have received admission (from the University or ZVS):
   My applicant/registration number is: ................................................

3. Last name: .................................................

4. First name(s): ...........................................................

5. Name affixes (e.g.: Dr., von, Graf...)
   ..............................................................

6. Date of birth (e.g. 3.4.73 = 03.04.1973)
   ..............................................................

7. Place of birth:
   ..............................................................

8. Name at birth:
   ..............................................................

9. Gender: (male = m  female = f)
   ..............................................................

10. Nationality(ies):  German  and/or other: .............................................................. (Plain text)

11. E-mail address: ..............................................................@............................................ (voluntary)
    Telephone number (with dialling code): .............................................................. (voluntary)

12. Permanent (first) domicile (for international students address in home country):
    Road and house number:
    Affix (e.g.: c/o)
    Postcode/ (e.g. F-59000)
    (for other countries with country code)
    Place:
    State (if resident in another country) .............................................................. (Plain text)

13. Semester address (correspondence address at university):
    Road and house number:
    Affix (e.g.: c/o)
    Postcode (e.g. F-59000)
    (for other countries with country code)
    Place:
    State (if resident in another country) .............................................................. (Plain text)

08/09
14. Information on university admission right (UAR)

(a) Allgemeine Hochschulreife (general qualification for university entrance):
Grammar school: .............................. 0 
Comprehensive school: .......................... 0 
Extended vocational school: ...................... 0 
NRW or other state college school: ............ 1 
Specialist grammar school: ....................... 1 
Vocational school: .................................. 2 
Evening grammar school: ......................... 2 
College (except foundation year): .................. 2 
Gifted examination: .................................. 2 
Business qualifications: ............................. 3 
Technical university degree: ......................... 3 
Other general entrance examination: .............. 3 
(Also external examination)

(b) Fachgebundene Hochschulreife (specialist qualification for university entrance):
Studienkolleg (foundation year) (Final exam): .... 1
Specialist grammar school: .......................... 1
Vocational school: ..................................... 9
Gifted examination: .................................... 7
Business qualifications: ............................... 5
Technical school: ....................................... 7
Other special entrance examination: ................. 5 

(c) Acquired in other countries:
Allgemeine Hochschulreife (general qualification for university entrance): .......... 3 
Fachhochschulreife (advanced technical university certificate): .................. 7 
No UAR (admission to foundation year): .............. 9 

(d) Acquired at German school in another country:
Allgemeine Hochschulreife (general qualification for university entrance): .................. 6 
Fachhochschulreife (advanced technical university certificate): .................. 9 

15. Where was your university admission right referred to under No. 14 acquired?
With regard to the first acquired UAR
In Germany: ________________________ (District in words) (Car registration code)
Other country: ______________________ (Country in words)

With regard to the UAR for the current course
In Germany: ________________________ (District in words) (Car registration code)
Other country: ______________________ (Country in words)

16. Date of your university admission rights referred to under No. 14.
With regard to the first acquired UAR
Grade*: [ ]

With regard to the UAR for the current course
Grade*: [ ]

17. Information on your German skills if you do not have a German admission right:
Inadequate German skills: .......................... 0
DSH/PNDS: ................................................. 1
acquired in: ..............................................
Final examination: ...................................... 4
"Kleines/Großes Sprachdiplom" from Goethe Institute: 3
Other: .................................................. 4
Precise information: ......................................

18. Information on French skills if you are enrolling for a francophone course
(e.g. French university entrance exam)
(Plain text)

19. Name and address of your health insurance company
Name of health insurance company: _______________________
Address: ____________________________________________
Postal code: __________ Location of health insurance company: _______________________
Health insurance number/operating number: (please refer to insurance certificate)

Insured number: (please refer to insurance certificate)
* voluntary
20. For which subject(s) and desired qualifications do you wish to enrol for the coming semester?
   (For the semester names refer to notes on Page 8)

<table>
<thead>
<tr>
<th>1st course:</th>
<th>Desired qualification</th>
<th>(e.g. teaching, grammar schools, bachelor)</th>
<th>Type</th>
<th>(e.g. first degree)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st subject</td>
<td>Main subject as per course directory</td>
<td>(Plain text)</td>
<td>of which</td>
<td>credited</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd course:</th>
<th>Desired qualification</th>
<th>(e.g. teaching, grammar schools, bachelor)</th>
<th>Form</th>
<th>(e.g. first degree)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st subject</td>
<td>Main subject as per course directory</td>
<td>(Plain text)</td>
<td>of which</td>
<td>credited</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd subject</th>
<th>Education sciences subsidiary subject for teaching or additional subject for bachelor</th>
</tr>
</thead>
</table>

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Important note: The permissibility of course combinations is not checked during enrolment. Regulations on the choice of subjects are found in the relevant training and examination regulations. The relevant examination offices decide on exceptions.
21. Are there any circumstances that could oppose enrolment as per the University Act or Enrolment Regulations? (e.g. loss of examination claims, lack of health insurance protection in Germany; sickness that could seriously affect the health of other students)  
[ ] no  [ ] If yes, please state details on a separate sheet

22. Enrolled in another university (even abroad) in the coming semester?  
University (name, place, country/state)  ________________________________  
(Plain text)
Main subject(s), desired qualification\(^1\) and course type\(^2\)  
(Plain text)
(Plain text)
(Plain text)

23. Practical work before course (only work after acquiring the university admission right):  
(Please tick, multiple entries are possible)  
a) Type of activity ……………………………………………………………………………………………… (Yes = Y; No = N)  
Apprenticeship with qualification…………………………………………………………………………... (Yes = Y; No = N)  
Placement or voluntary work for the 1st year of the current course………………… (Yes = Y; No = N)  
Placement or voluntary work for the 2nd year of the current course………………… (Yes = Y; No = N)  
Other work……………………………………………………………………………………………… (Yes = Y; No = N)  
b) Duration of work in months:………………………………………………………………………………...  
including: placement related to current course in months…………………………………………  
[ ] Only students who have already completed study periods (in Germany and/or abroad) must complete below (those restarting courses/swiching universities etc.).  
[ ] But all student applicants must sign the form on Page 7!

24. First enrolment at a university in Germany, including universities in the former GDR.  
a) University of first enrolment  ________________________________  
(Plain text)
Semester/year  1 Summer semester 2010  2 Winter semester for the year.  
(Plain text)
(b) Total number of semesters at German universities:……………………………………  
(including initial semester, and holiday and practical semesters)  
of which Holiday semesters  
Practical semesters  
Semesters (including holiday semesters) in the former GDR or East Berlin before 1st Oct. 1990…...  
Type of study at that time in the former GDR or East Berlin before 1st Oct. 1990………..  
[ ] Study on-site  2 Distance learning……………………………………………………………………………  
c) Number of semesters on foundation year (incl. German courses at a university in Germany)………..  

\(^1\) Code directory for desired degree, refer to notes page 8  
\(^2\) Code directory for course type refer to notes page 8
25. Study break in 1st course/subject in the coming semester:
   (A study break exists if no enrolment in the 1st course of the coming semester takes place after study starts at a university in Germany for one or
   more semesters.
   University changes and/or changing the course without a break semester are not considered study breaks)

   Total number of break semesters: ............................................................................................

26. Course in immediately preceding semester: ..................................................................................

   For studies in Germany:
   1st course:
   a) University (with place/state) ........................................................................................................
   (Plain text)
   b) Desired final degree1) .............................................................................................................
   (Plain text)
   Type of course2) ............................................................................................................................
   (Plain text)
   c) Course subjects (only main subjects)
      1. ..................................................................................................................
      (Plain text)
      2. ..................................................................................................................
      (Plain text)
      3. ..................................................................................................................
      (Plain text)

   Others:
   a) University (with place/state) ........................................................................................................
   (Plain text)
   b) Desired final degree1) .............................................................................................................
   (Plain text)
   Type of course2) ............................................................................................................................
   (Plain text)
   c) Course subjects (only main subjects)
      1. ..................................................................................................................
      (Plain text)
      2. ..................................................................................................................
      (Plain text)
      3. ..................................................................................................................
      (Plain text)

27. Earlier study in other country
   1st country (state):
   _____________________________________________________________
   (Plain text)
   Number of months.............................................................................................................
   2nd country (state):
   _____________________________________________________________
   (Plain text)
   Number of months.............................................................................................................

1) Code directory for desired degree, refer to notes page 8
2) Code directory for course type refer to notes page 8
Second examination

Completed at (name and location of university) ___________________________ (Plain text)

Type of examination\(^1\): (e.g. degree, masters) ..............................................................

Type of course\(^2\): ...........................................................................................................

1. Course/main subject

   (Plain text)

2. Course/main subject

   (Plain text)

3. Course/main subject

   (Plain text)

Date of examination

   (Plain text) · ·

Examination results (Pass = 1, Finally not passed = 2) ....................................................

Note\(^3\): ............................................................................................................................................

Please state any other examinations on a separate sheet.

\(^1\) Notes on examination type refer to page 8
\(^2\) Notes on course type refer to notes page 8
\(^3\) Notes on calculating the grade refer to page 8
Notes on data protection

You are informed that the information you provide on the form (personal data) is processed electronically. The legal basis for this is the Saarland University Law dated 23rd June 2004 and the Regulations on collecting, processing and storing personal data at Saarland universities dated 1st August 1995.

For the submission deadline for this application please refer to the information for the relevant semester or if relevant to the admission certificate issued by Saarland University or the ZVS. This application cannot be processed if the form is not completed or completed incorrectly or the documents or signature is missing. It will be returned to you for correction and addition. This will significantly delay the issue of a student ID, enrolment certificates etc.

I confirm that the information provided in this application is correct and complete. I am aware that the enrolment can be returned if the information is incorrect or incomplete.

____________________________  , [date]  ____________________  __________________________  
(Place)             (Date)                   (Signature)
Notes
1) Code directory for degree and type of examination
   02 Magister/Magistra artium
   03 Lizentiat (masters)
   06 Doctorate (with prior degree)
   07 Doctorate (initial qualification)
   10 Degree sub-course
   11 Bachelor (University, except No. 10, 12-14)
   12 Interpreting degree
   13 Translation degree
   14 Diplom I (at Uni-Comprehensive Uni)
   16 Doctorate (initial qualification)
   20 Teaching at sec. and sec. modern school
   22 Teaching at secondary schools
   23 Teaching at secondary schools
   25 Teaching at grammar and comp.
   26 +Teaching at special schools
   27 Teaching at vocational schools
   29 +Other teaching at schools
   41 +Other degree
   50 +Bachelor (FH incl. level.)
   51 +Bachelor (Admin FH)
   56 +Bachelor (Admin FH)
   59 +Other degree
   60 Licence
   61 DEUG
   62 DEUG
   65 Certificate (post-graduate studies)
   75 +Bachelor at art university
   80 +Other artistic degree
   81 Medical examination
   82 Dentistry examination
   83 Pharmaceutical examination
   84 Legal state examination
   85 Masters (without requiring final examination)
   88  Master (requiring final examination)
   90 Bachelor
   91 +Bachelor (FH)
   95 +Other degree in Germany
   96 Acquired in another country
   97 No degree desired

2) Code directory for type of course
   1 Initial course (including doctorate as initial course)
   2 Second course (if not 3-6)
   3 Post-graduate course (only for post-graduate courses)
   4 Additional or extension course
   5 Doctoral studies (after previous course)
   6 Contact or further training course (only if explicitly referred to as such)
   8 Further studies to improve examination grade
   9 Guest/exchange course

3) Calculating the overall grade for final examinations taken

<table>
<thead>
<tr>
<th>Signature</th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>8</th>
<th>9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td>N = Note value</td>
<td>P = Points</td>
<td>Excellent</td>
<td>Very good</td>
<td>Good</td>
<td>Completely satisfactory</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>(Uni) Degree and masters examinations N</td>
<td>≤ 1.5</td>
<td>&gt; 1.5-2.5</td>
<td>&gt; 2.5-3.5</td>
<td>&gt; 3.5-4</td>
<td>&gt;4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doctorates N</td>
<td>Summa cum laude</td>
<td>Magna cum laude</td>
<td>Cum laude</td>
<td>Rite</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Degree (FH [University of Applied</td>
<td>1.0</td>
<td>2.0</td>
<td>3.0</td>
<td>4.0</td>
<td>&gt;4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admin. (FH [University of Applied Sciences])</td>
<td>15-13</td>
<td>12-10</td>
<td>09-07</td>
<td>06-04</td>
<td>&lt;4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State examinations</td>
<td>15-14</td>
<td>13-11</td>
<td>07-05</td>
<td>&lt;5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Law</td>
<td>18.00-14.00</td>
<td>13.99-11.50</td>
<td>11.49-9.00</td>
<td>9.99-6.50</td>
<td>6.49-4.00</td>
<td>&lt;4</td>
<td></td>
</tr>
<tr>
<td>– Teaching</td>
<td>15.00-12.50</td>
<td>12.49-9.50</td>
<td>9.49-6.50</td>
<td>6.49-3.50</td>
<td>&lt;4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical and pharmaceutical examinations</td>
<td>≤ 1.5</td>
<td>&gt; 1.5-2.5</td>
<td>&gt; 2.5-3.5</td>
<td>&gt; 3.5-4</td>
<td>&gt;4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Medicine N</td>
<td>≤ 50</td>
<td>51-84</td>
<td>≥ 85</td>
<td>3.5-4.0</td>
<td>&gt;4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Dentistry P</td>
<td>&lt; 1.5</td>
<td>1.5-2.49</td>
<td>2.5-3.49</td>
<td>3.5-4.0</td>
<td>&gt;4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Vet. Medicine N</td>
<td>≤ 1.5</td>
<td>&gt; 1.5-2.5</td>
<td>&gt; 2.5-3.5</td>
<td>&gt; 3.5-4</td>
<td>&gt;4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Pharmacy N</td>
<td>≤ 1.5</td>
<td>&gt; 1.5-2.5</td>
<td>&gt; 2.5-3.5</td>
<td>&gt; 3.5-4</td>
<td>&gt;4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4) Notes on the semesters
   a) Notes on counting semesters
      1. Study applicants who were not yet enrolled at a scientific university in the Federal Republic of Germany (new students) and study applicants that were enrolled for an inappropriate subject according to the study and examination rules (subject switches) are enrolled for the 1st semester of the selected main/subsidiary subject.
      2. Study applicants who want to continue a course they started at a scientific university in the Federal Republic of Germany at Saarland University (location changers) or study applicants that were already enrolled previously in the requested subject at a German university but who ended/interrupted their course are enrolled for the relevant semester for the duration of the (previous) course.
      3. If a study applicant or an already enrolled student presents a notification from the relevant examination office showing that the existing studies (including in another country) are to be applied in full or in part, the enrolment semester number is to be increased appropriately (cross-entry).
      4. Rules resulting from setting admission numbers and the associated processes are unaffected.
      5. In addition to the relevant semester number the total number of semesters spent in universities in the Federal Republic of Germany is also counted(university semesters).
   b) Notes on the term "Credited semesters"
      State here all the study periods from another course in the Federal Republic of Germany or other countries if they are credited for the course now desired (see above 3. and 4.)
A passport-sized photo is required to produce the student ID. Please write your first and last name and date of birth on the back of the photo and glue it in the box on the right. Please submit the photo with the enrolment form.