

Enrolment request
1. Enrolment semester

to Summer semester 2010
 Winter semester
 for the year. **2** **0**

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

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)

14. Information on university admission right (UAR).....

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related to the first UAR ever

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**) related to the UAR for the current course

(a) Allgemeine Hochschulreife (general qualification for university entrance):

Grammar school:
 Comprehensive school:
 Extended vocational school:
 NRW or other state college school
 Specialist grammar school:
 Vocational school:
 Evening grammar school:
 College (except foundation year):
 Gifted examination:
 Business qualifications:
 Technical university degree:
 Other general entrance examination:

0	3
0	6
0	9
1	2
1	8
2	1
2	7
2	9
3	3
3	4
3	5
3	7

(b) Fachgebundene Hochschulreife (specialist qualification for university entrance):

Studienkolleg (foundation year) (Final exam):
 Specialist grammar school:
 Vocational school:
 Specialist academy:
 Undergraduate/intermediate examination Technical university:
 Final engineering school or technical school (former GDR):
 Gifted examination:
 Business qualifications:
 Other specialist entrance examination:

5	1
4	3
4	4
4	5
4	6
4	9
5	2
5	3
5	5

(c) Fachhochschulreife (advanced technical university certificate)

Grammar school:
 Comprehensive school:
 Specialist grammar school:
 Specialist vocational school:
 NRW or other state college school:
 Evening grammar school:
 Business qualifications:
 Vocational technical school:
 Technical school:
 Specialist academy:
 College (except foundation year):
 Studienkolleg (foundation year) (technical university):
 Gifted examination:
 Other authorisation:

6	0
6	2
6	4
6	6
6	8
7	0
7	1
7	2
7	3
7	4
7	5
7	6
7	7
7	8

(also external examination)

(c) Acquired in other countries:

Allgemeine Hochschulreife (general qualification for university entrance):

3	9
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(b) Fachgebundene Hochschulreife (specialist qualification for university entrance):

5	9
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Fachhochschulreife (advanced technical university certificate):

7	9
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No UAR (admission to foundation year)

9	7
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(d) Acquired at German school in another country:

Allgemeine Hochschulreife (general qualification for university entrance):

6	9
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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.....
 DSH/PNDS.....

0
1

acquired in: _____

Final examination.....
 "Kleines/Großes Sprachdiplom" from Goethe Institute
 Other.....

2
3
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

Road, house number/box

Health insurance number/operating number.

(please refer to insurance certificate)

Insured number:

(please refer to insurance certificate)

*) voluntary

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.

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 8⁴⁾)

1st course:

Desired qualification _____
(e.g. teaching, grammar schools, bachelor) (Plain text) refer to note 1)

Type _____
(e.g. first degree). (Plain text) refer to note 2)

1st subject _____

Main subject as per course directory

(Plain text)

into semester (first-time students "01") of which credited of which abroad in clinical semester in cohort semester

2nd subject _____

Other main subject for teaching as per course directory or subsidiary subject for bachelor
Otherwise it is a 2nd course (see below)

(Plain text)

into semester (first-time students "01") of which credited of which abroad in cohort semester

3rd subject _____

Education sciences subsidiary subject for teaching or additional subject for bachelor.

(Plain text)

into semester (first-time students "01") of which credited of which abroad in cohort semester

2nd course:

Desired qualification _____
(e.g. teaching, grammar schools, bachelor) (Plain text) refer to note 1)

Form _____
(e.g. first degree). (Plain text) refer to note 2)

1st subject _____

Main subject as per course directory

(Plain text)

into semester (first-time students "01") of which credited of which abroad in clinical semester in cohort semester

2nd subject _____

Other main subject for teaching as per course directory

(Plain text)

into semester (first-time students "01") of which credited of which abroad in cohort semester

3rd subject _____

into semester (first-time students "01")

of which credited of which abroad in cohort semester

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

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) _____

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(Plain text)

Main subject(s), desired qualification¹⁾ and course type²⁾

(Plain text)

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(Plain text)

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(Plain text)

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23. Practical work before course (only work after acquiring the university admission right):

(Please tick, multiple entries are possible)

a) Type of activity

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/switching 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)

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Semester/year 1 Summer semester 2010 2 Winter semester for the year.

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b) Total number of semesters at German universities:.....

(including initial semester, and holiday and practical semesters)

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of which Holiday semesters

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Practical semesters

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Semesters (including holiday semesters) in the former GDR or East Berlin before 1st Oct. 1990....

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Type of study at that time in the former GDR or East Berlin before 1st Oct. 1990.....

1 Study on-site

2 Distance learning.....

c) Number of semesters on foundation year (incl. German courses at a university in Germany).....

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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⁾

Type of course²⁾

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⁾

Type of course²⁾

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 examination¹⁾: (e.g. degree, masters)

Type of course²⁾:

1. Course/main subject
(Plain text)

2. Course/main subject
(Plain text)

3. Course/main subject
(Plain text)

Date of examination · ·

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

Note³⁾:

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	25 Teaching at grammar and comp.	82 Dentistry examination
03 Lizentiat (masters)	26 +Teaching at special schools	83 Pharmaceutical examination
04 +Church examination	27 Teaching at vocational schools	84 Legal state examination
06 Doctorate (with prior degree)	29 +Other teaching at schools	85 Masters (without requiring final examination)
07 Doctorate (initial qualification)	51 +Bachelor (FH incl. level.)	88 Master (requiring final examination)
08 State examinations (except teaching and except no. 81-84)	56 +Bachelor (Admin FH)	90 Bachelor
10 Degree sub-course	59 +Other degree	91 +Bachelor (FH)
11 Bachelor (University, except No. 10, 12-14)	60 Licence	95 +Other degree in Germany
12 Interpreting degree	61 Maîtrise	96 Acquired in another country
13 Translation degree	62 DEUG	97 No degree desired
14 +Diplom I (at Uni-Comprehensive Uni)	65 Certificate (post-graduate studies)	+ No degree options at the Saarland University
20 Teaching at sec. and sec. modern school	75 +Bachelor at art university	
23 Teaching at secondary schools	80 +Other artistic degree	
	81 Medical examination	

2) Code directory for type of course

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

3) Calculating the overall grade for final examinations taken

Signature	0	1	2	7	3	4	8	9
Grade N = Note value P = Points	Excellent	Very good	Good	Completely satisfactory	Satisfactory	Adequate	Passed Overall grade (not) yet known	Finally not passed (no option to repeat)
(Uni) Degree and masters examinations N		≤ 1.5	> 1.5-2.5		> 2.5-3.5	> 3.5-4		>4
Doctorates N	Summa cum laude	Magna cum laude	Cum laude		Rite			
Degree (FH [University of Applied Admin. (FH [University of Applied Sciences])		1.0	2.0		3.0	4.0		> 4
State examinations - Law P - Teaching P		18.00-14.00 15.00-12.50	13.99-11.50 12.49-9.50	11.49-9.00	8.99-6.50 9.49-6.50	6.49-4.00 6.49-3.50		< 4.00 < 3.50
Medical and pharmaceutical examinations - Medicine N - Dentistry P - Vet. Medicine N - Pharmacy N		≤ 1.5 ≤ 50 < 1.5 ≤ 1.5	> 1.5-2.5 51-84 1.5-2.49 > 1.5-2.5		> 2.5-3.5 ≥85 2.5-3.49 > 2.5-3.5	> 3.5-4 3.5- 4.0 > 3.5-4.0		> 4 > 4 > 4

4)

Notes on the semesters

a) Notes on counting semesters

- 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.
- 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.
- 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).
- Rules resulting from setting admission numbers and the associated processes are unaffected.
- 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.)

Name:

First name:

Date of birth:.....

Address:

.....

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.

