**Enrollment Guidelines**

You must enroll to take part in regular studies and assessment at the University of Tübingen. Enrollment makes you a student member of the University.

**Online enrollment form**

Enrollment at the University of Tübingen is done via the ALMA online portal. After completing the online enrollment process, you must print out the PDF file of the application, sign it, and submit it on paper, together with all necessary documents, to the Studentensekretariat / student administration. You have not lodged your application until this is done - before the closing date.

1. **Bachelor and Staatsexamen programs**

   a. **Restricted-admission subjects:** you must submit an application prior to enrollment. You will usually receive notice of acceptance (online) or rejection (in written form) 2 - 4 weeks after the closing date. Your admission notice includes a deadline for enrollment which you must meet. The Erklärungsfrist (deadline for acceptance) is also the closing date for you to complete your enrollment (online and in writing). You must print out the PDF file of the application, sign it, and submit it on paper, together with all necessary documents, to the Studentensekretariat / student administration. If your enrollment does not reach us by the date stipulated in the admission notice, your admission lapses and the place will be given to the next applicant. If you fail to meet the deadline, that means you lose your place in a restricted-admission subject.

   b. **Subjects with no special requirements for admission:** The deadline for completing your enrollment ends on 30 September for the following winter semester, and on 31 March for the following summer semester. SUBMIT YOUR COMPLETED ENROLLMENT FORM AND ALL REQUIRED DOCUMENTS IN GOOD TIME!

2. **Master's degree programs:** Master's programs have differing deadlines for applications. An application is required for admission to any Master's program. (Closing dates see: 1.b.). Your admission notice includes a deadline for enrollment which you must meet. If you do not enroll by that date your admission lapses and the place will be given to the next applicant. In the ALMA online portal, you will be asked to select the program you have been admitted to and to type in the code provided on your admission notice.

3. **International students:** (not EU citizens; not non-Germans with German Abitur): You must apply by 15 July for the following winter semester and by 15 January for the following summer semester. Please contact the office for Advising and Admission of International Students. At our office for the Advising and Admission of International Students, international certificates are reviewed as university entrance requirements, German language documentation checked and admission notices issued. Your admission notice includes a deadline by which you must have enrolled. This deadline may be extended if good reason is given. Please contact the office for Advising and Admission of International Students. After selecting the program you have been admitted to, you will be asked to type in the code either provided on your admission notice or issued to you at the office for Advising and Admission of International Students after your arrival in Tübingen. If you have queries about the online enrollment process, write to studentensekretariat@verwaltung.uni-tuebingen.de.

4. **Doctoral candidates** may enroll at any time during the semester. Enrollment as a doctoral candidate presupposes that you have already been accepted as a doctoral candidate by the faculty at which you plan to do your doctorate - and can present a valid statement to that effect when you enroll. You must submit your application to enroll on paper. Details at: [http://www.uni-tuebingen.de/en/920](http://www.uni-tuebingen.de/en/920).
Submitting documents for enrollment

Your enrollment cannot be completed until all the required documents have been submitted. The deadline for submission cannot be extended. In exceptional cases the enrollment deadline may be extended upon written application (by post, fax or email), providing details and documentation of the reason why enrollment cannot be completed on time. The same applies to incomplete applications.

You may enroll by proxy. The person enrolling for you as your proxy must present the original power of attorney signed by you and a copy (not notarized) of your ID or passport. Details at: http://www.uni-tuebingen.de/de/82931#c321119 (Vollmacht).

Please send the printout of their application form together with all required documents by post to the University of Tübingen, Studierendensekretariat, Wilhelmstr. 11, 72074 Tübingen, GERMANY (it must reach us by the deadline). You cannot apply via fax or email.

After submitting your application for admission

We will process your application. Then you will receive several messages from us concerning:

- Student e-mail address
- Data regarding University of Tübingen online services
- Call for payment of the semester fee
- Certificate of enrollment
- Student ID card, book for academic records
- Brochure for new students

Details at: http://www.uni-tuebingen.de/en/945. Please note that in especially in August and September there is a long waiting period due to the large number of applications to be processed. Please do not enquire about the state of your application.

For a list of documents you must include with your enrollment application, see below:
You must enclose these with your application form

Necessary documents for the following study programs: Bachelor, Master, Diplom, Staatsexamen, theological study programs and Promotion

(International programme students / students for a limited study period: see page 5 for information about the necessary documents for enrollment)

☐ Recent passport photo - Write your given name(s) and family name on the back
  - does not need to be biometric

☐ Copy of current passport or identity document - copy, not notarized
  - with photo, family name, given name and date of birth clearly visible

☐ Certificate(s) / documentation of your higher education entrance qualification - notarized copy/copies; available from, e.g. local government offices, notaries, schools (copies of the notarized certificate(s) are not sufficient)
  - of school leaving certificate or other qualification entitling you to university entrance in the state of Baden-Württemberg in some cases we require additional documents:
    - Notice that your certificates are recognized from office at the Regierungspräsidium
    - Delta exam results (including university of applied sciences entrance qualifications and university entrance qualifications tied to particular subjects)
    - Bachelor degree certificate/diploma
  
  Documentation you were required to present during any admissions process must be included here.

☐ Confirmation of health insurance with statutory health insurer (up-to-date certificate) - copy, not notarized
  - Proof of existing statutory health insurance or
  - documentation proving any exemption from statutory health insurance (e.g., if you have private health insurance valid in Germany)
  
  A copy of your health insurance card is not sufficient! We need the official form for institutions of higher education (Formblatt für Hochschulen) from your health insurer! (It looks like this: Template).
  - International students may submit this document after they arrive in Germany.

You must also submit...

... for undergraduate degree programs (restricted-admission subjects and subjects with no special requirements for admission):

☐ Certificate of participation in the orientation test - copy, not notarized. We accept tests by the following: https://www.self-assessment.uni-tuebingen.de (advisory service at the University of Tübingen), www.was-studiere-ich.de, www.borakel.de or Studium-Interessentest.

... for admission to restricted-admission Bachelor’s, Master’s degree programs and if you are an international student:

☐ Admission notice – copy, not notarized

... for Master’s and other graduate programs:

☐ Certificate of your successful final examination in your first degree in German, English or French, if necessary, by an official translation - notarized copy
  - if you do not yet have that certificate, you will be conditionally enrolled. You will receive a notice (Zulassungsbescheid) giving a deadline for submission of the certificate of your successful final examination in your first degree.

... for Bachelor of Education (Lehramt):

☐ Certificate of participation in the teacher orientation test - copy, not notarized
  - only if you are enrolling in the first subject-specific semester
  - Further information at http://www.bw-cct.de/ or http://www.uni-tuebingen.de/en/64156

... for those enrolling in a second/subsequent degree:

☐ Certificate of your successful final examination in your first degree - notarized copy
You must also submit...

... if you have studied in Germany previously:

- Certificate of exmatriculation from prior university with information of semesters studied / deferred, enrollment start and end dates (Exmatrikulationsbescheinigung) - copy, notarized
  - alternatively: Certificates attesting periods of study at German institutions of higher education (with information of semesters studied/ deferred, enrollment start and end dates) (=Studienverlaufsbescheinigung)

... if enrolling in a second or subsequent semester:

- Certificate of exmatriculation from prior university with information of semesters studied / deferred, enrollment start and end dates (Exmatrikulationsbescheinigung) - copy, notarized
  - alternatively: Certificates attesting periods of study at German institutions of higher education (with information of semesters studied/ deferred, enrollment start and end dates) (=Studienverlaufsbescheinigung)

- Documentation of accredited coursework  
  - certificate from the relevant subject-related counselling service regarding accreditable assessment and periods of studies (Form at: http://www.uni-tuebingen.de/en/849)

- Documentation of subject counselling (if you change study programs in the third or higher semester)  
  - from the relevant subject-related counselling service of your target study program (further information at www.uni-tuebingen.de/en/849)

- Documentation of intermediate exams passed (if you are enrolling for the fifth or higher semester) - notarized copy  
  - for: Law (Staatsexamen), Biology (B. Ed. / teaching degree) and Education Science (B. Ed. / teaching degree), you get this from the relevant subject-related counselling service; if you have studied towards a teaching degree outside Baden-Württemberg, also include documentation from the relevant subject-related counselling service that those studies will be credited.

- Documentation of first clinical semester in Medicine  
  - Documentation that you passed the first phase of the medical exams (form. Physikum) (notarized copy)

... for EU citizens:

- Confirmation from the office for Advising and Admission of International Students  
  - Confirmation notice that international certificates and proof of German language competence have been checked  
  - You get this from the office for Advising and Admission of International Students:  
    - if enrolling for a restricted-admission program: written onto your admission notice  
    - if enrolling for a program with no special requirements for admission: as a certificate

... for international without German university entrance qualification:

- Confirmation from the office for Advising and Admission of International Students on your admission notice.  
  - Confirmation notice that international certificates and proof of German language competence have been checked  
  - You must go to the office before enrolling and present your certificates and documentation of German language competence  
  - Comply with any other requirements noted in your admission notice

- ... for NON-EU citizens (only for courses in Medicine and Dentistry)  
  - Your German residence permit (in passport)

... in the case of parallel studies (subjects with special admission requirements only):

- Documentation that your parallel studies have been approved by the relevant faculty (original document)  
  - Further information
International programme students / students for a limited study period (e.g. ERASMUS and Exchange Programmes)

Information about the necessary documents for enrolment:

- Admission notice (original document)
- Recent passport photo - Write your given name(s) and family name on the back
  - does not need to be biometric
- Copy of current passport or identity document - copy, not notarized
  - with photo, family name, given name, and date of birth clearly visible
- Confirmation of health insurance with statutory health insurer (up-to-date certificate) - copy, not notarized
  - Proof of existing statutory health insurance or
  - documentation proving any exemption from statutory health insurance (e.g., if you have private health insurance valid in Germany)
  A copy of your health insurance card is not sufficient!
  - We need the official form for institutions of higher education (Formblatt für Hochschulen) from your health insurer! (It looks like this: Template)

- Certificate of exmatriculation from prior university with information of semesters studied / deferred, enrollment start and end dates (Exmatrikulationsbescheinigung) - copy, not notarized.
  Alternatively: Certificates attesting periods of study at German institutions of higher education (with information of semesters studied/ deferred, enrollment start and end dates) (=Studienverlaufsbescheinigung)