

Request for Enrollment in the study program

1. Personal information

Personal details	
Last name(s) (as written in passport)	
Birth name (if different)	
First name(s) (as written in passport)	
Title (e.g. Dr., etc.)	
Date of birth	
Place of birth (as in passport)	
Gender	
Nationality	
Do you have any physical disabilities?	
Mailing Address	
Street, House number	
Addition (e.g.. c/o Mustermann)	
Postal code	
City, Country	
Phone	

Email address	
Emergency contact	

2. Information on study program at XU

Desired degree	
Study program	
Form of study (full or part-time)	
Number of semesters	

3. Information on University Entrance Qualification (UEQ)

Your current UEQ which entitles you to study the desired degree program at XU.

Type of UEQ Please refer to the key directory to pick the correct number.	
Where did you acquire your UEQ? (city, country)	
Date of issue	
Average grade/ CGPA	

Key directory - Types of UEQ

General UEQ – acquired in Germany			
03	A-Levels („Abitur“/“Fachabitur“ also IB)	06	Comprehensive school, free Waldorf School
18	Technical high school (e.g. vocational high schools, business high schools, technical high schools etc.)	21	Vocational high school
27	Evening high school / college (e.g. community college; NOT “Studienkolleg”)	28	Technical high school („Fachoberschule“)
34	Professional qualifications (Access according to §9 Brandenburg University Act)	37	Other qualifications to study
87	European high school diploma		
General UEQ – acquired abroad			
39	General UEQ without Studienkolleg/ Assessment test	17	German school abroad
Subject-Specific UEQ/ UEQ acquired at a Vocational School/Technical College (“Fachabitur”) – acquired in Germany			
62	Integrated comprehensive school graduation after 12 years (Gesamtschule)	60	High school Graduation after 12 years (Gymnasium)
64	Specialized high school Graduation after 12 years (Fachgymnasium)	43	Specialized high school / UEQ former GDR
44	Vocational high school, specialized academy, technical and engineering school	48	Vocational/Technical high school (after 13 years)
66	Technical high school (subject-specific diploma – “Fachabitur”)	53	Vocational Qualification (e.g Training)
Subject-specific UEQ/ UEQ acquired at a Vocational School/Technical College – acquired abroad			
51	Studienkolleg (successfully passed assessment test)	59	subject-specific UEQ
76	Studienkolleg (subject-specific UEQ)	47	German school abroad (subject-specific UEQ)

4. Information on past University Enrollment(s)

Please, only fill in this section if you are / were already enrolled at another university.

Have you ever been enrolled at a German university/ university of applied sciences before?

- ☐ Yes
- ☐ No (then please only fill out section 4.1 and then jump to section 5.)

If yes, please list all German universities/ universities of applied sciences under 4.2

Please also list a transfer from one study program to another at the same university as two separate entries.

4.1 Any past university enrollments if not in Germany	
Country of first enrollment	
Name of University	
Degree program	
Number of university semesters (NOT : Studienkolleg or semester abroad, e.g. ERASMUS)	
Number of vacation semesters during enrollment	
Date of first enrollment	
Date of ex-matriculation	
Average grade/ CGPA	
4.2 First enrollment in Germany	
Date of first enrollment	
Date of ex-matriculation	
Name of university	
City	
Desired degree	
Study program	

Number of semesters	
Has the degree been successfully completed? (If NOT : Please enclose a copy of the ex-matriculation certificate)	
Graduation date	
Average grade (Please enclose a copy of the graduation documents if these were not yet submitted with the application to XU)	

Enrollment in a different degree program and/or in another university in Germany, EU/EEA

Date of first enrollment	
Date of ex-matriculation	
Name of university	
City	
Desired degree	
Study program	
Number of semesters	
Has the degree been successfully completed? (If NOT : Please enclose a copy of the ex-matriculation certificate)	
Graduation date	
Average grade (Please enclose a copy of the graduation documents if these were not yet submitted with the application to XU)	

Enrollment in a different degree program and/or in another university in Germany, EU/EEA

Date of first enrollment	
Date of ex-matriculation	
Name of university	
City	

Desired degree	
Study program	
Number of semesters	
Has the degree been successfully completed? (If NOT : Please enclose a copy of the ex-matriculation certificate)	
Graduation date	
Average grade (Please enclose a copy of the graduation documents if these were not yet submitted with the application to XU)	

5. Information on failed coursework and examinations

In my previous course of study, coursework and examinations were assessed as failed at the <u>final</u> attempt.	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the question was answered with „ Yes “, the XU Examination Board has to further examine this background during the matriculation process. Please hand in all relevant evidence.	

6. Information on a double degree or enrollment in part-time degree programs at other universities

Please only fill in this section if you are enrolled at another university at the same time as your studies at XU.
Please also enclose your current enrollment certificate.

General	
Name and location of university	
Desired Degree	
At which university would you like to exercise your student right to vote?	

Study courses			
Degree program		semesters	
Degree program		semesters	

7. Information on professional qualifications

Completion of vocational training	
Profession	

8. Final statement

Hereby I confirm that:

1. I have been advised that all documents required for enrollment must be presented by the start of the semester on April 1st, respectively October 1st.
2. I am aware that I will only be enrolled once all documents are complete and after a final examination by the admissions team.
3. I have been advised that applications for the transfer of previously obtained grades and credits must be submitted to the XU Examination Board by the end of the first semester at the very latest.
4. I am aware that I cannot be enrolled in the desired degree program if I have already successfully completed the same program at another university or I have failed said program.
5. I am not enrolled at another university in the same degree program at the time of enrollment at XU.
6. I acknowledge that negligent or intentionally incorrect information can be legally prosecuted.
7. I have not been excluded from studying at a German university due to regulatory procedures and, there is currently no corresponding criminal proceedings against me.
8. If I am a minor at the time of starting my studies at XU, at least one legal representative has also signed all contract documents and applications.
9. All information given in this form are complete and truthful.

Place, date

Signature / Signature of legal representative (for minors)