Matriculation and Registration
of International Doctoral Candidates

The Student Service Center – International Admissions and Services warmly welcomes all international doctoral candidates at the University of Freiburg. There are two possibilities for doctoral candidates to enter university: the matriculation and the registration. You can choose one of these alternatives. Below, you can read more about how to complete your matriculation or registration.

Matriculation Process
Application and Admission:
In order to matriculate you have to apply formally as a doctoral student at the University of Freiburg. Therefore you have to provide a number of documents that you can either send by post or submit personally during our office hours. There are no deadlines for applications to doctoral studies. In order to process your application, the following documents are needed:

- Completed application: www.daad.de/medien/deutschland/stipendien/formulare/application_for_admission_to_german_university_-_onlineversion__dez_12_.pdf
- Declaration of a professor of the University of Freiburg, confirming that he or she will supervise the dissertation (informal letter)
- Letter of acceptance issued by the respective faculty (this letter can either be obtained from the “Promotionsausschuss” or the “Prüfungsamt”)
- Certified copies of your university degree as well as a detailed transcript indicating all attended seminars and marks. Please note that we accept documents in German, English and French. For all other languages, we ask you to provide an official translation as well as copies of the original documents.

Please notice that you should sort out the language requirements with your supervisor.

Matriculation (Enrolment):
All successful applicants will receive an admission letter from the university by regular mail. For matriculation, this letter of acceptance has to be presented during our office hours. Please hand in the following documents to complete your matriculation/enrolment:

- Admission letter ("Zulassungsbescheid")
- Matriculation form (which will be handed out during our office hours)
- Receipt from the university’s cash register for the deposited social and administrative fees of € 142 per semester (or direct payment by EC-cash-card)
- Health insurance certificate from a public German health insurance
- Passport that includes a student visa/ residence permit
- 2 passport photographs
- If you already studied at a university in Germany before: Confirmation about the exmatriculation
The matriculation has several advantages:

Please note that it is not obligatory for you to matriculate while you are working on your doctoral thesis. Matriculation does, however, offer a number of advantages. A student status allows for various discounts in public transportation and in the university’s cafeterias. More detailed information can be found here: www.unicard.uni-freiburg.de/FragenAntworten-en. Additionally, a UniAccount will be established for you to enable you to use all IT services and participate in the course program of the International Graduate Academy. All services of the German Student Union (Studentenwerk) will also be available for you (www.swfr.de/en). Besides the fact that it might be easier to find part-time jobs with a student status, being matriculated might also result in simplified dealings with the immigration office concerning your residence permit. The social and administrative fees for matriculation add up to € 142 per semester.

Registration Process

The advantages of the registration are the following: You will be able to use your UniAccount with all IT services and you can participate in the course program of the International Graduate Academy (IGA). The registration at the university is free of charge.

Please note that the registration is not necessary if you are already matriculated. You will find further information about the registration on the website of the International Graduate Academy: www.iga.uni-freiburg.de/Kursprogramm-en/registration

Please hand in the following documents for your registration:

- Completed registration form (download: www.iga.uni-freiburg.de/Kursprogramm-en/registration)
- Letter of acceptance issued by the respective faculty (this letter can either be obtained from the “Promotionsausschuss” or the “Prüfungsamt”)

Further information

Our website provides you with further information for doctoral candidates: www.studium.uni-freiburg.de/studium-en/promotion-en/promotion_international-en

If you have any questions about the matriculation or registration you can also visit us during our office hours (see below). You can hand in your documents for the matriculation or registration at our office or send them by mail to the address below:

Contact

Albert-Ludwigs-Universität Freiburg
Student Service Center – International Admissions and Services
Sedanstr. 6
79098 Freiburg

Phone: +49 (0)761 203-9093, -4242, -67368 . Fax: +49 (0)761 203-8835
E-Mail: international@service.uni-freiburg.de . Internet: www.uni-freiburg.de/go/ias-en
Office hours: Advising: Mon - Thurs 9:00 a.m. – 12:00 noon, Thurs 2:00 p.m. – 4:00 p.m.
Student Administration: Mon - Thurs 9:00 a.m. – 12:00 noon, Thurs 2:00 p.m. – 4:00 p.m.