

Admission and Enrolment of International Visiting Scholars

Dear applicant,

The Student Service Center – International Admissions & Services warmly welcomes all international visiting scholars. We would like to give you all relevant information about the admission and enrolment procedure at our university. Enrolment for visiting scholars is optional. If you would like to enrol you have to send an application including the documents listed below. Subsequently you will receive a letter of acceptance from us. As soon as you arrive in Freiburg, you can enrol by handing in the documents listed below.

Application and Admission

If you would like to apply as a visiting scholar at the University of Freiburg, you will have to provide a number of documents that you can either post or submit personally during our office hours. There are no deadlines for PhD applications. In order to process your application, the following documents are needed:

- A completed application form
Download the form here: <http://www.studium.uni-freiburg.de/documents-en/studienbewerbung-en/>
- Declaration of a professor, certifying that he or she will supervise you during your stay
- Confirmation letter of a professor provided that you visit Freiburg for research purposes only and will not participate in university courses.
- Certified copies of your university degrees as well as a detailed transcript indicating all attended seminars and grades. Please note that we accept documents in English, French, Spanish or Italian. For all other languages, we ask you to provide an official translation as well as copies of the original documents.

Enrolment

All successful applicants will receive a letter of acceptance from the university by regular mail. For enrolment, this letter of acceptance has to be presented during our office hours.

The following documents are needed for enrolment:

- Letter of Acceptance (“Zulassungsbescheid”)
- ID that includes a student visa/ residence permit or a mobility permit for EU citizens
- Health insurance certificate
- Receipt from the university’s cash register, asserting that the outstanding social and administrative fees (105 €) and possibly the study fees (€500) have been paid.
- 2 passport photographs
- When you come to enrol, you will have to complete an enrolment form that you will be given directly in our office hours

Further information

The study fees (€500) and social and administrative fees (€105) amount to €605 per semester. Provided that you visit Freiburg for research purposes only and will not participate in university courses, you can be exempt from the study fees (€500). In order to do that your application should include a confirmation letter of your professor saying that you will not take part in any courses.

Enrolment does, however, offer a number of advantages: if you are enrolled you will have the status of a student and will get a UniCard, that allows for various discounts in public transportation and in the university's cafeterias. An overview of the numerous functions of the UniCard is given here:

http://www.unicard.uni-freiburg.de/FragenAntworten-en?set_language=en

There are other services available for students. You can get an overview on the homepage of the German National Association for Student Affairs (Studentenwerk): <http://www.studentenwerk.uni-freiburg.de/>

Being enrolled also might result in less complicated dealings with the visa department.

Please post applications to this address:

Contact

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Office hours: Mon., Tues., Thurs. 9.00 a.m. - 11.30 a.m., Wed. 1.30 p.m. - 3.30 p.m.
