

Admission and Matriculation of International Visiting Doctoral Candidates

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 matriculation procedure at our university. Matriculation for visiting scholars is optional. If you would like to matriculate 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 applications. In order to process your application, the following documents are needed:

- Completed application form (download: www.daad.de/en/download/zulassungsantrag_eng.pdf)
- Declaration of a professor of the University of Freiburg, certifying that he or she will supervise you during your stay
- 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 or French. 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 (142 €) 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

There are no tuition fees. The only fee is an administrative and student activity fee of €142 per semester.

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:

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): www.swfr.de/en

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

Please post applications to this address:

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.

Office hours Admissions: Mon - Thurs 9:00 a.m. – 12:00 noon, Thurs 2:00 p.m. – 4:00 p.m.
