

Application for a change of fields/degree program or combination of degree programs

For the _____ semester 20 ____ / ____

Matriculation no.

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Last name, First name _____

Street _____

Post code and city _____

Phone/Mobile phone no. _____ E-Mail _____

Please note:

Fill out the application carefully using the keys (see pages 2 to 4) and sign it on page 2. Please submit the application in person along with the following documents:

1. If applicable: Letter of admission
2. Original or officially authenticated copy of your university entrance qualification if it is **limited to certain fields**.
3. Evidence that you have taken the student orientation test (<http://www.was-studiere-ich.de/>) **Please note:** this is not necessary for Masters students
4. If applicable: Certificates of any final examinations you have taken
5. Evidence that you have received departmental advising if you wish to change one or more fields **after** your third study semester and will be placed in the 1st study semester in the new field or fields.
6. If changing to a higher subject semester: placement certificate from the respective examination board
7. If you are changing to a doctoral degree program: evidence that you have completed an initial qualifying degree and have been accepted as a doctoral candidate by your faculty

First degree program:

Degree

(e.g. Bachelor of Science, Bachelor of Arts, Polyvalent two-major Bachelor's degree, Bachelor, State Examination, Master of Arts, Master of Science, Master of Education, etc.)

First subject

(major field/1st major field)

Second subject, if applicable

(minor field/2nd major field)

Second degree program (if applicable):

Degree

(e.g. Bachelor of Science, Bachelor of Arts, Polyvalent two-major Bachelor's degree, Bachelor, State Examination, Master of Arts, Master of Science, Master of Education, etc.)

First subject

(major field/1st major field)

Second subject, if applicable

(minor field/2nd major field)

Please note the following information for recipients of BAföG (federal financial aid):

A change of fields can have an effect on your financial aid. We thus advise you to contact the BAföG office before applying and ask whether your intended change of fields will have consequences for your future funding. It is only possible to amend or cancel a change of fields before the teaching period begins; it is not possible to amend or cancel the change at a later date.

Please note the following information for students who are currently involved in an examination procedure:

Changing your degree program or one of the fields (e.g. major or minor) of your degree does not end an already ongoing examination procedure. Once you have begun an examination procedure, you therefore have to conclude it. The examination procedure only concludes upon the passing or final failing of the exam. For questions regarding the examination rights, please refer to the respective examination offices.

Voting Faculty: You are entitled to participate in the faculty council elections. The faculty of your first subject of your first degree is automatically assigned to you as your voting faculty. To change your assigned voting faculty, please contact the Student Service Center.

I declare, that my statements are true and complete. I am aware that incomplete or incorrect statements may lead to refusal or withdrawal of my matriculation (Section 60 State University law (LHG)).

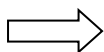
I declare, that I am not in an examination process in the degree program/degree components to which I am applying for matriculation. that that a previous admission to this degree program/these degree components or a related degree program has not expired, because an examination (course-based assessment, orientation examination, interim examination or final examination) on the same or a related degree program was definitively failed, and that I have not ceased to be entitled to sit an examination.

that I have not missed an examination deadline on the degree program/degree components to which I am applying for matriculation and have not therefore ceased to be entitled to sit an examination (e.g. missing the re-sit deadline for a failed course-based assessment, for the Bachelor thesis, for an oral presentation or colloquium, failure to meet the deadline to take the orientation examination and/or interim examination).

that I am not matriculated in the degree program to which I am applying for matriculation at any German or foreign university.

that I am not in any employment or training. N.B. This does not apply to students on further education programs (MasterOnline). (Working as a student or academic assistant or as a tutor at the University of Freiburg is not deemed to be employment within the meaning of this declaration). Insofar as I am in any employment or training, I enclose relevant documentation to show that I have sufficient time to undertake my studies, and in particular to attend courses regularly (submit document stating scope of work and employer's declaration of consent).

I am aware, that refusal to provide the details collected in accordance with the Verordnung des Wissenschaftsministeriums zur Erhebung und Verarbeitung personenbezogener Daten der Studienbewerber, Studierenden und Prüfungskandidaten für Verwaltungszwecke der Hochschulen (University Data Protection Regulation) dated 28.08.1992 (Law Gazette 1992 p. 667), last amended by the Regulation of 3 May 2012 (Law Gazette pp. 276, 280) may lead to refusal of matriculation.



Date: _____ **Signature:** _____

You can find all information about enrolment (information about the UniCard, health insurance and the contribution notice from the Studierendenwerk) at: <https://www.studium.uni-freiburg.de/de/studierendenservices/immatrikulation>

Information on data processing in accordance with Art. 13/14 of the Basic Data Protection Regulation (DSGVO) can be found at: <https://www.studium.uni-freiburg.de/de/studierendenservices/immatrikulation/docs/Uni-Freiburg-Datenschutz-Informationen-Immatrikulation-Studium-Promotion.pdf>