Leaflet

Please read carefully!

Matriculation for the 2020/2021 winter semester

Dear student applicant,

for enrolment, an application form for enrolment, a copy of the letter of admission from the University of Freiburg or from hochschulstart.de and other documents are required. Please note that matriculation is only possible within the period of time stated in the notification of admission.

The application for enrolment can be submitted either

- fill in online (https://campus.uni-freiburg.de/), print it out, sign it and submit it with the remaining documents in person or by post. The option of preparing the application for enrolment online is available to all applicants except for admissions for continuing education courses. In this case, please use the paper application form.
  Applicants in the subjects medicine, dentistry and pharmacy must register in HISinOne - if they have not already done so - and then connect their account to hochschulstart.de by clicking on the BID/BAN button.
- fill in the paper application, sign it and submit it with the remaining documents in person or by post.

We recommend that you fill out the application online, as your data will be recorded and stored in the system as soon as you fill it in, thus accelerating and facilitating the enrolment process.

For subjects/degree programs without admission restrictions, you can upload your documents there after registering at campus.uni-freiburg.de and, after we have checked them, fill out an application for online enrolment. You have to print it out, sign it and submit it together with all other necessary documents to the Registrar's Office of the University by 22 October 2020 at the latest.

Below you will find the information required for the enrolment application:

a) Information sheet UniCard
b) Fact sheet on health insurance and model certificate
c) Letter of welcome and notice of contribution from the Studierendenwerk

The **application for enrolment** with the required documents can be submitted either in writing or in person to the Registration Office / Service Center Studium of the University of Freiburg, Sedanstraße 6, 79098 Freiburg.

The Registration Office is open

**Monday, Tuesday, Wednesday, Friday 9 a.m. to 12 p.m. and Thursday 2 p.m. to 4 p.m.**

Please note that at the time of enrolment there may still be restrictions on access to the building due to Corona Pandemic. In this case, enrolment is only possible by post.

Please check our website.
Please note that you must matriculate by the deadline.

If you do not complete the matriculation documents personally or cannot matriculate in person, e.g. on account of absence, you may authorize a trusted person (such as parents or siblings) to do this for you. In this case the matriculation documents must be accompanied by a written letter of authorization.

The **matriculation application** should be accompanied by the following documents:

**a) If you have never been matriculated at a university before:**

1. Original or copy of the letter of admission (if you have applied in advance)
2. For Germans: Original or officially certified copy of qualification for admission to institutions of higher education (will be returned). This is also necessary if you have already submitted a copy of your qualification for admission to institutions of higher education with your application.
3. Original certificate from the relevant statutory health insurance fund or copy of exemption notice from a statutory health insurance fund, as applicable (please note information in appendix and example)
4. Receipt for fees* of EUR 161.00
5. For foreigners from outside the EU: Passport with permission to remain or valid visa
6. Original or officially certified copy of additional evidence requested in the letter of admission
7. For applicants to a 1st subject semester: Record of participation in an online study orientation process (unless this was submitted with your application for admission). Applicants for a Master’s degree do not have to submit this document.
8. If you are submitting your matriculation by post: A self-addressed DIN C4 envelope franked with postage of EUR 1.55

**b) If you have already been matriculated at one or more universities:**

1. Original or copy of the letter of admission (if you have applied in advance)
2. Original or officially certified copy of qualification for admission to institutions of higher education (will be returned). This is also necessary if you have already submitted a copy of your qualification for admission to institutions of higher education with your application.
3. Original or officially certified copies of certificates of orientation, preliminary, interim and final examinations (will be returned)
4. Confirmation of acceptance from the Faculty for matriculation as a PhD student
5. Original certificate from the relevant statutory health insurance fund or copy of exemption notice from a statutory health insurance fund, as applicable (please note information in appendix and example)
6. Receipt for fees* of EUR 161.00
7. Regular exmatriculation certificate (not an exmatriculation certificate for failure to pay fees, etc.) from all universities previously attended. The certificate should state degree program, subject semester, university semester, period of matriculation, date of exmatriculation.
8. If you had leave of absence from a German university or universities: Study certificates from the German university or universities with leave of absence note
9. Original or officially certified copy of additional evidence requested in the letter of admission
10. For applicants to a 1st subject semester: Record of subject-related advice, if you were matriculated on a degree program at a university for at least 3 subject semesters and wish to change to a 1st subject semester at the University of Freiburg (does not apply if studies are completed)
11. For foreigners from outside the EU: Passport with permission to remain or valid visa
12. For applicants to a 1st subject semester: Record of participation in a study orientation process (unless this was submitted with your application for admission). Applicants for a Master’s degree do not have to submit this document.
13. If you are submitting your matriculation by post: A self-addressed DIN C4 envelope franked with postage of EUR 1.55

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1 If you have statutory insurance, please submit an insurance certificate with your company and health insurance number. If you are insured privately or have foreign insurance, we require a letter of exemption from a (German) statutory health insurance fund.
c) If you are already matriculated at the University of Freiburg:

In this case you must attend the Registration Office in person and present the following documents to make changes:

1. Letter of admission
2. For subject-related higher education entrance qualification: Original or officially certified copy of qualification for admission to institutions of higher education (will be returned)
3. Where relevant, records of final examinations already taken (will be returned)
4. Application to change degree program/subject (you can obtain this at the Registration Office or print it out from the Internet at http://www.studium.uni-freiburg.de/de/studierendenservices/studienplatztausch-etc). In this case, do not complete the matriculation application.
5. Record of subject-related advice, if after the 3rd subject semester you are wishing to change one or more subjects and matriculate for the 1st subject semester in the new subject(s)
6. Original or officially certified copy of additional evidence requested in the letter of admission
7. For applicants to a 1st subject semester: Record of participation in a study orientation process (unless this was submitted with your application for admission). Applicants for a Master’s degree do not have to submit this document.
8. If you have not yet confirmed for the 2020 summer semester, please send the necessary amount of EUR 161.00, and, where relevant, the fees for a second degree of EUR 650.00 (= total amount: EUR 811.00), to the University Finance Office account (reference: 20202matriculation number) or pay using a Girocard (“EC card” with PIN) at the Registration Office. We wish to expressly point out that matriculation can only be completed once all the above documents are received in full.

Yours faithfully,
Your Registration Office

* A contribution to administrative costs per semester of €70 is payable (in accordance with Section 12 LHGebG), €7 contribution to the combined student body (in accordance with Section 3 Beitragsordnung der Verfassten Studierendenschaft der Albert-Ludwigs-Universität), €78 contribution to the Student Council (in accordance with the Beschluss des Verwaltungsrats des Studierendenwerks dated 27.06.2016 in conjunction with Section 12 (2) and Section 6 (1) of the StWG).

If you are taking up a second or further undergraduate degree program or a second or further consecutive Master’s degree program, fees for a second degree to the amount of €650 per semester may additionally be due.

Payment options:

- By bank transfer: please transfer the fees to the account of the University Finance Office at the Baden-Württembergische Bank Stuttgart, IBAN: DE71 6005 0101 7438 5087 68, BIC SOLADEST600. Please state as reference with your transfer the letters “BEW”, your application number AND your first name and surname (e.g. BEW621798LenaMusterfrau).
- Using a Girocard (“EC card”, with PIN) whilst matriculating
- In cash to the to the University Finance Office at the Rectorate Fahnenbergplatz, 79098 Freiburg, 1st Floor, Room 01008 Our opening hours during the matriculation period are: Monday to Thursday 8:45 to 11:45.
UniCard for students of the University of Freiburg

After enrollment, you will automatically receive your personal UniCard by post if you provide a registration address in Germany. Your UniCard is valid for five years from the beginning of the semester (April 1st for summer semester / October 1st for winter semester), unless you have been exmatriculated beforehand.

If you have **not** provided an address in Germany your UniCard will not be sent to you. In that case please collect your Uni Card at the UniCard office, Service Center Studium (Sedanstraße 6, 79098 Freiburg). Please note the opening hours: Mon. 12-14 o'clock, Wed. 10-12 o'clock, Fr. 10-12 o'clock. Your UniCard will be available for collection approx. one week after your matriculation.

The UniCard

- serves as your student card to identify you as a student of the University of Freiburg
- offers you cashless payment on copying machines and special printers
- enables cashless payment in the university canteen (“Mensa”) and cafeterias
- is your library card for the University Library “UB” (book lending, fee payment, lockers)
- gives you access to buildings and rooms
- With your UniCard, a photo ID and your certificate of study you are eligible to buy a SemesterTicket plus you can use public transport in Freiburg after 7 pm. free of charge (Note: this does not apply for students who take an official leave of absence)

**Website:** www.unicard.uni-freiburg.de - Here you can also find the current opening hours of the UniCard office at the Service Center Studium, Study Service Center (Sedanstraße 6, 79098 Freiburg).

**Contact:** E-Mail: unicard@uni-freiburg.de (please always provide your full name, matriculation number and UniCard number), Tel.: +49 (761) 203-8893.

**Payment function of the UniCard**

You can top up the UniCard's digital wallet for cashless payment in the Mensa and cafeterias as well as at vending machines, printers, copying machines, washing machines in dormitories, etc. using the Autoload system of the Freiburg Student Services “Studierendenwerk” (SWFR, www.swfr.de/autoload/) or using your Girocard (EC card) or cash. For security reasons, the maximum balance on the card is limited to €150. The minimum loading amount is always €10.

If you have any further questions about the payment function, please contact the Service Points in the Mensa or mensacard@swfr.de.

**Use of the University Library (UB)**

With your UniCard you have continuous access to the UB. To activate your UniCard in order to use the UB, please log into your UB account with your Uni-Account or log in at the information desk on the ground floor of the UB. (Your Uni-Account will automatically be sent to the e-mail address you have provided at enrollment.)

**In case of malfunctions or loss of the UniCard**

**Loss:** Report the loss immediately on +49 (761) 203-8893 or by e-mail (unicard@uni-freiburg.de) stating your full name, your matriculation number and your UniCard number. Your UniCard will then be blocked. For a fee of €10 you will receive a new UniCard at the UniCard office (Service Center Studium). Any remaining credit on the lost card cannot be refunded.

**Malfunction or defect:** Please also report malfunctions or defects to the UniCard office, Tel. +49 (761) 203-8893 or by e-mail (unicard@uni-freiburg.de).
Health Insurance Leaflet

This English translation is for convenience only. For legal purposes the German version is authoritative.

Insurance Facts

a) Liability for insurance

Students who are registered at state or state-recognized universities in the Federal Republic of Germany are liable for compulsory insurance in the statutory health insurance and social welfare funds. This also applies to students registered within Germany who have their residence or normal home abroad, unless they are entitled to benefits in kind on the basis of supra- or cross-national law.

The liability for insurance applies until the completion of the 14th subject semester, and at the most until the end of the semester in which they come to the end of their 30th year of age. The liability for insurance continues after this date, if:

- the nature of the education,
- family reasons, or
- personal reasons,

specifically justify the achievement of admission requirements to a “second chance” learning institution, exceeding the age limit or an extended period of study.

Students who work for pay alongside their studies continue to be insured mandatorily as students if they still appear to be students, i.e., if their time and energy is largely devoted to studying. On the other hand, anyone who on the basis of the scope of their work appears to be an employee is not liable for compulsory insurance as a student but as an employee.

b) Family insurance

Students are not liable for compulsory insurance if they are insured as a family member under the statutory health insurance of their parents, spouse or life partner; the same applies to social welfare insurance. There is an entitlement to family insurance for children up to the completion of their 25th year, if they are in education or vocational training. Amongst other things, a requirement for family insurance is that the family member does not have a regular total income per month in excess of one-seventh of the base (€445.00). (For persons in marginal employment the permitted total income is €450.00.)

c) Exemption from health insurance liability

Anyone who becomes liable for compulsory insurance by registration as a student can apply to be exempted from the duty of insurance. Application should be made to the health insurance fund within three months of the start of the liability for insurance. Exemption cannot be revoked; it applies for the entire period of studies.

d) Voluntary insurance

For students whose liability for compulsory insurance ends for legal reasons (e.g., on exceeding the maximum number of semesters or maximum age), insurance resumes automatically in accordance with Section 188 (4) SGB V on the day after ceasing to be liable for compulsory insurance (obligatory follow-up insurance), unless the student actually declares his/her withdrawal within two weeks of being informed by the health insurance fund of the option to withdraw. Such withdrawal however is only effective if there is proof of other entitlement to cover in the event of sickness. No previous periods of insurance are required for obligatory follow-up insurance to come into effect. Voluntary membership is therefore established even if the student fails to apply. Anyone who is thus voluntarily further insured by the statutory health insurance also remains liable for compulsory insurance for social welfare. Liability for compulsory insurance may optionally however also be solved by concluding private social welfare insurance. This optional right may only be exercised for a period of three months after start of voluntary membership in the statutory health insurance fund.

Since 1 April 2007 the legal benefits of health insurance for students also apply to voluntary members of a statutory health insurance fund who are registered as students at a foreign state or state-recognized
university. If after 1 April 2007 these policyholders show that they count as students, then they only pay the “Studentenbeitrag” for their voluntary health insurance in Germany.

e) Private health insurance

Anyone who takes out private health insurance is obliged also to take out private social welfare insurance. Teenagers with parents who have private social welfare insurance may have private social welfare insurance under the same conditions as are the case for the statutory health insurance and social welfare fund (see above under (b) Family insurance), without paying contributions.

2. Benefits

Students and where relevant their co-insured relatives receive as benefits amongst other things medical and dental treatment including provision with dentures, medicines, dressings, remedies and aids, hospital treatment, screening tests, pregnancy and maternity benefits and long-term care benefits; there is however no entitlement to sick pay.

3. Contributions

Students who are liable for compulsory insurance have to pay in advance to the relevant health insurance fund the contributions for the semester of €397.98 to the statutory health insurance fund and €101.22 to the social welfare fund with a surcharge for childless students aged 23 and over (equal to a contribution of €66.33 and €16.87 monthly, respectively) before registration or re-registration. The semester contribution to social welfare insurance for students with children or childless students aged under 23 is €118.74 (equal to €19.79 monthly). The method of payment is standardized by the Spitzenverband Bund for all health funds. It is also possible to pay contributions monthly. Students who do not meet their obligation to pay contributions will be refused registration or acceptance of re-registration by the University. From 1 January 2015 health insurance funds may levy an additional fee which also has to be borne individually by students. Students who have family insurance are not charged a fee.

Students who are voluntarily insured are subject to a fee determined in accordance with the health insurance fund’s regulations.

No registration without insurance

Before registration every student applicant must contact their health insurance fund to obtain an insurance certificate. The health insurance fund will provide the student applicant with a certificate recording

▶ whether s/he is insured or
▶ whether s/he is not obliged to take out or is exempt from health insurance, or is not liable for compulsory insurance.

This certificate should be submitted with the documents for registration at the University. If a student changes university a new insurance certificate should be submitted.

Which health insurance fund?

Student applicants receive the insurance certificate necessary for initial registration from the health insurance fund with which they are insured as a member or family member or with which they expect to be insured. Student applicants who are not insured in the statutory health insurance fund at the start of their studies receive their insurance certificate from the health insurance fund of which they were last a member or family member. It is hereby irrelevant how long ago the last membership or family membership was. If no prior health insurance fund has been used, then one of the optional health funds is responsible for issuing the insurance certificate.

Student applicants who wish to be exempted from the liability for insurance receive their insurance certificate from the health insurance fund that issues the exemption.

Choosing a health insurance fund
Students who are liable for compulsory insurance or entitled to insurance have the option of choosing to become a member of one of the following health insurance funds:

- the AOK health insurance fund of their residence,
- any Ersatzkasse, under whose regulations its responsibility extends to the policyholder’s residence,
- company health insurance or craft guild health insurance funds, if their regulations provide for this and the policyholder resides in the fund district,
- the health insurance fund with which there was last membership or family insurance,
- the health insurance fund with which the spouse is insured,
- the AOK or any Ersatzkasse for the location where the university has its offices,
- the Knappschaft (pension insurance body for miners, railway workers and seamen).

The policyholder shall declare their choice to the chosen health insurance fund no later than two weeks after liability for insurance arises.

The chosen health insurance fund is also responsible for realizing the social welfare insurance. Family members covered by a family policy have no right of choice of their own; the member’s decision applies to them.

More information

This leaflet only offers general information. The health insurance funds provide more information about students’ health insurance.
Insurance certificate

Please submit this certificate with the documents for registration at the University.

☐ Mr  ☐ Ms/Miss/Mrs

Surname, first name  Policyholder number

Date of birth

Street address

Country code  Postcode  Home town/city

☐ is insured with us (if you are statutorily insured by an "AOK", "Ersatzkrankenkasse", craft guild health insurance fund, or company health insurance fund)

☐ is not obliged to take out or is exempt from health insurance, or is not subject to compulsory insurance (in the case of private insurance holders)

Name of health insurer  Company number

Street address  or Post box

Postcode  Town/city

Date  Signature
Dear Student,

Even in these extraordinary times, which are still marked by the Corona Pandemic, we are very pleased that you have decided to study in Freiburg. In the upcoming winter semester we are still a reliable partner for you, whom you can turn to with all your problems concerning your studies.

We assume that during the course of your studies you will have enough opportunities to get to know the sides of Freiburg that are particularly characteristic of the city in the border triangle: its lively, young atmosphere, the influence of the universities and their more than 30,000 students, the wide range of cultural offerings and the extremely attractive surroundings. All this is waiting to be discovered and experienced by you. You will certainly feel very much at home here.

And as I said: If you have any difficulties or questions, fell free to contact us. We are there for you and will help you further - whether it is finding a room or financial questions, problems in personal or legal matters or if you are looking for a job.

At the moment, we cannot predict how the situation will develop, but we assume that we will be able to offer you all of our services again in the winter semester. Our refectories, for example, where we prepare fresh and varied food for every taste. Our dormitories, which not only provide accommodation, but also offer common rooms where you can meet in an informal atmosphere. Our advice on BAföG and other financing options. Our social counselling and psychotherapeutic counselling to support you in current crises. Or our cultural offerings, which are primarily designed to promote intercultural exchange and student culture. And not forgetting the "Studitours", with which you can explore the nearer and farer region - incidentally, an offer from our International Club, where students from all over the world meet for joint activities.

For students from abroad we also offer special services, for example the service packages or a health consultation in English and French. Furthermore, you can look for a "buddy" on our website (see International, International Club) before you arrive to help you with your first steps in Freiburg.

You can find more information about our offers on our homepage swfr.de. The Studierendenwerk is also represented in the social media, including Facebook, Twitter and Instagram. And the information is always up-to-date in our newsletter, which you can subscribe to on our website.

I now wish you a good journey to Freiburg, a good start to your studies and hope that you will soon settle in with us.

Clemens Metz
CEO
PAYMENT ASSESSMENT

Under Sections 1-3 of the Membership Rules of the Studierendenwerk Freiburg as amended by the Board of the Student Council on 04.03.2020 in conjunction with Section 12 (2) and Section 6 (1) of the Studierendenwerksgesetz (StWG, Student Council Act) to cover the costs of the Studierendenwerk and the option of using the ÖPNV SemesterTicket for the 2020 winter semester, you have to pay the sum of

84,00 €

to the bank account given below. This sum comprises a membership contribution of €62.00 to the Studierendenwerk and a contribution of €22.00 towards the basic costs of the SemesterTicket travel pass. This basic contribution entitles you to acquire the ÖPNV ticket, which is valid for one semester, and is passed on in full by the Studierendenwerk to the Freiburg regional transport authority.

From the membership contribution of €62.00 the Studierendenwerk finances amongst other things the following institutions and activities:

- the general activities of the Studierendenwerk
- the canteens and cafeterias
- the student loan association and the hardship fund
- insurance policies
- crèches
- psychotherapeutic counselling
- the advice center
- accommodation and employment services

The contribution is a “Solidarbeitrag”, a payment which is compulsory for all students. Students on leave of absence are only liable for the membership contribution of €62.00. The €22.00 fee for the SemesterTicket is not levied (however please note that the SemesterTicket cannot be purchased).

Your Legal Rights

You may object to this decision within one month of notification, by writing or making formal declaration for the record to the Freiburg Student Council, Basler Straße 2, 79100 Freiburg. Under Section 80 (2) VwGO such objection does not defer the effect of the decision.

Clemens Metz
Geschäftsführer

N.B.

The contribution should be paid together with the fee of €70.00 for administrative costs under Section 12 (2) Landeshochschulgebührengesetz (LHGebG, State University Fees Act) and the contribution of €7.00 for the combined student body. We also refer to the information about registration or re-registration published by the Student Service Center. Please transfer the total of €161.00 and where relevant any tuition fees due (see www.uni-freiburg.de/go/studiengebuehren) prior to registration or re-registration to the University Finance Office at the Stuttgart branch of the Baden-Württembergische Bank, IBAN: DE71 6005 0101 7438 5087 68, BIC: SOLADEST600. Please only state the following details under your bank’s reference: 20202 and your matriculation number (if available) e.g., 202021234567 and/or for applicants BEW followed by your applicant number (if available) or your complete.

Freiburg, 14 May 2020

Clemens Metz
Geschäftsführer