

Otto-Friedrich Universität Bamberg  
Studierendenkanzlei  
Kapuziner Straße 25 (Rückgebäude)  
96047 Bamberg

## Enrolment Checklist for Winter Semester 2025/2026

- ☐ application form for enrolment completed and signed
- ☐ letter of acceptance
- ☐ personal identification card or passport (copy)
- ☐ 1 passport photo (last name and first name on the back) for your ID Card
- ☐ Certificate from a statutory health insurance company (not older than 2 months) or, in the case of private insurance, the notice of exemption from a statutory health insurance company. This will be sent directly to the university electronically following your request (the insurance card is not proof enough)
- ☐ evidence that you have paid your tuition fees: [bank statement or account activity transaction slip](#)
- ☐ if you have studied at a German university before: complete evidence of study at all previously attended universities

### Please note

We can only send you the enrollment documents to a German address.

If you are not currently in Germany, please only **write your home address** in the enrolment form and we will keep the documents in our office. Please contact us when you arrive in Germany and let us know your new address. We will send you the documents immediately.