

Mail address: Otto-Friedrich-Universität Bamberg, Akademisches Auslandsamt, 96045 Bamberg
Parcel address: Otto-Friedrich-Universität Bamberg, Akademisches Auslandsamt, Kapuzinerstr. 16, 96047 Bamberg
Visitor's address: Otto-Friedrich-Universität Bamberg, Akademisches Auslandsamt, Kapuzinerstr. 25, 96047 Bamberg
Phone: +49 (0) 951 / 863 1171 (A-L) resp. 1051 (M-Z); Fax: +49 (0) 951 / 863 1054
E-mail: auslandsamt@uni-bamberg.de, Homepage: www.uni-bamberg.de/auslandsamt

INFORMATION LEAFLET ENROLMENT WINTER SEMESTER 2020/21

Please note that this translation is for your information only, and that only the German version of this information leaflet is legally binding.

Enrolment (= registration as a student) means that you become a member of the University of Bamberg.

1. Transfer of the semester contribution fees

<https://www.uni-bamberg.de/?72736> (German only)

The total sum of your transfer consists of:

Student union contribution fee	€ 60,00	<i>You must transfer the semester contribution fees before you send your documents to the Enrolment Office for registration.</i>
Semester ticket	€ 41,50	
Total	€ 101,50	

Please transfer the sum to the following bank account:

Receiver	Otto-Friedrich-Universität Bamberg
IBAN	DE98700500003801190315
BIC	BYLADEMMXXX
Bank institute	Bayerische Landesbank München
Reason for transfer	Your application or enrolment number/last name(s)/first name(s)/20202

2. Enrolment in the Enrolment Office (*Studierendenkanzlei*)

Enrolment for the winter semester 2020/21 is only possible by post. The documents for enrolment must be sent by post to the following address:

- **Mail address:** Otto-Friedrich-Universität Bamberg, Studierendenkanzlei, 96045 Bamberg
- **Parcel address:** Otto-Friedrich-Universität Bamberg, Studierendenkanzlei, Kapuzinerstraße 16, 96047 Bamberg
- E-mail: studierendenkanzlei@uni-bamberg.de, ☎ +49 (0) 951-863-1024
- Homepage: <https://www.uni-bamberg.de/studierendenkanzlei/> (German only)

Enrolment Deadline:

- **between 15 June and 31 October 2020**



3. Which documents must be sent for the enrolment?

THE FOLLOWING DOCUMENTS MUST BE SUBMITTED BY POST BY ALL STUDENTS:

- **Application for enrolment** (completed and signed)
- Your **letter of admission** from the International Office
- **Personal identification card** or **passport** (normal photocopy)
- One **passport photo** → last name(s) and first name(s) on the back
- If you have studied at a German university before: **complete evidence of study at all previously attended universities** (e.g. study course certificates from all previously attended universities, certificate(s) of pre- or intermediate examinations or termination of enrolment certificates). If you were enrolled at the University of Bamberg before (e.g. for the *DSH* semester course), you must include your Bamberg student ID on the Application for Enrolment.
- **Health insurance certificate** from a statutory German health insurance company, or (in case of private insurance) health insurance certificate exempting the student from German health insurance requirements
→ see: <https://www.uni-bamberg.de/?72727> (German only)
- **Original bank statement** or **account activity transaction slip** (in case of online banking) of the remittance of fees along with a photocopy of same
→ see <https://www.uni-bamberg.de/?72736> (German only)
- If you have changed your name: **proof of change-of-name** (e.g. if your name changed when you married, your marriage certificate): original + translation (officially certified photocopy; if the original or a certified photocopy were submitted for application: normal photocopy)

REQUIRED ADDITIONALLY BY THOSE WITH AN ADMISSION FOR A BACHELOR'S OR TEACHER TRAINING STUDY PROGRAMME (AND CONDITIONAL *DSH* REQUIREMENT), OR SHORT-TERM NON-DEGREE STUDY PROGRAMME:

- **Documents of university entrance qualification** (*Hochschulzugangsberechtigung/HZB*) → foreign school leaving certificate (& foreign transcript of records of university study-if applicable) + translations (officially certified photocopy; if the original or a certified photocopy were submitted for application: normal photocopy)
- **Deutsche Sprachprüfung für den Hochschulzugang (*DSH*) certificate** or of an equivalent German language examination * (officially certified photocopy; if the original or a certified photocopy were submitted for application: normal photocopy)
* A list of German language examinations resp. certificates recognised as equivalent to the *DSH* is available at: <https://www.uni-bamberg.de/?112543> → German Language Proficiency Requirements → Applying for the Intended Degree Programme
(*This does not apply to admissions for a short-term non-degree study programme*)

PLEASE NOTE: Application material will be sent back to German addresses only! If you do not yet have an address in Germany, please include your address abroad in the Application for Enrolment. You must contact the Enrolment Office upon your arrival in Germany and inform them about your new German address. Your enrolment documents will then be sent to you immediately.

(Updated: Spring 2020)