Enrolment Checklist for winter semester 2022/2023

- 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.
Application for Enrolment for
Winter Semester 2022/2023

Application or registration number (if you already have one): ..................................................
Surname: ..................................................................................................................................
First name: ..................................................................................................................................
Birth name: ........................................ Date of birth: ..................................................
Place of birth: ........................................ Nationality: ..................................................

Home address: ........................................ Student address in Germany: ..................................
Street / No / Room: ........................................ ..................................................
Postcode, city: ........................................ ..................................................
Telephone number: ........................................ ..................................................
Mailing address: ☐ Home  ☐ In Germany

Programme
(Exchange Studies, German course) ..........................................................

Subject of study: .................................................. Semester: ..................................

Previous university studies:

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<th>to</th>
<th>Degree / subject:</th>
<th>Previous institution:</th>
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Semesters of study in Germany: ..................................
Semesters on leave: ..................................

Which final university examinations have you already successfully passed or conclusively failed?

Degree / subject of study: Date of passed examination: Grade: University:

..................................................................................................................................
..................................................................................................................................
..................................................................................................................................

Place, Date

Signature

Please see next page!
User Account and Student Email Address for Academic Purposes at the University of Bamberg

Surname:  ........................................................................................................
First name: ...................................................................................................

User Account (BA number and password)

For academic purposes, the University of Bamberg provides you with a personal user account (BA number and password). This account is required for services like course and exam registration, accessing course materials, examination results and certificates, and for access to the university network (wireless network and VPN).

The guidelines for use of the University of Bamberg’s data processing systems and the regulations for use of university computer labs must be observed when using university IT systems. These can be found online at https://www.uni-bamberg.de/rz/verfahrensweisen/richtlinien/ (German only).

Your user account may be used only by you. It is particularly important that you not share your password with other persons.

Following the expiration of usage rights (usually due to deregistration from the university), all data and authorization stored in conjunction with your user identification will be deleted without further enquiry. You will be informed in advance by email.

Email

The university will provide you with an email address. This address is to be used for all study-related email correspondence with the University.

The university also provides you with access to Microsoft Office 365 for correspondence purposes. In addition to an email account with a 50 gigabyte mailbox, Office 365 also includes

- Calendar, address book, task and group work functions
- Instant text, voice or video messaging functions
- Document processing and management functions
- 1 Terabytes online data storage (OneDrive)
- Interfaces for the synchronization of data from multiple devices (desktop/laptop computers, smartphones …)

The choice to use functions beyond basic email service is up to you. Office 365 – in contrast to other cloud services or widely-used social networks – complies with European data privacy standards and will not use your personal data for advertising purposes or the like. Your data will be stored strictly in the Microsoft Corporation’s European computing centers. The university transmits only your name, email address and user name (BA number) to the Microsoft Corporation. You can find detailed information on the handling of individual-related data when using Office 365 at https://www.uni-bamberg.de/rz/o365/ (German only).

If you do not wish to use Office 365, the university will provide you with an alternative email solution without additional functions.

☐ I consent to the use of Office 365 and its extended functions.

☐ I do not consent.

This consent may be retracted at any time.

Place, Date .............................................. Signature