

**Application for Enrolment for spring semester 2022 as a  
....please select status.....**

**NOT to be filled in by applicant:**

Matrikelnummer:		Datum der Immatrikulation:
<input type="checkbox"/> Passkopie inkl. Visum	<input type="checkbox"/> Kopie Master	<input type="checkbox"/> Gebührennachweis: <input type="checkbox"/> Verwaltungsk.+Stud.Werk+Asta <input type="checkbox"/> nur Studentenwerk
	<input type="checkbox"/> Imma-Nachweis (bei Gastdoktoranden)	<input type="checkbox"/> Partneruni-Nachweis / DAAD-Stipendium (bei Gastdoktoranden)

**1. Personal Details**

1.1	Surname	
1.2	First Name	
1.3	Title	
1.4	Gender	<input type="checkbox"/> female <input type="checkbox"/> male <input type="checkbox"/> diverse
1.5	Date of Birth	Day:      Month:      Year:
1.6	Place of Birth	
1.7	Name at birth (if different)	
1.8	Nationality	

**2. Home Address**

2.1	c/o / Apartment	
2.2	Street	
2.3	City	
2.4	Postal Code	
2.5	Country	
2.6	Phone	

**3. Address during the semester (if already available)**

3.1	c/o / Apartment	
3.2	Street	
3.3	City	
3.4	Postal Code	

3.5	Phone	
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Which of the above addresses do you wish to have as your correspondence address?	Home Address	<input type="checkbox"/>
	Semester Address	<input type="checkbox"/>

#### 4. Previous Studies in Germany

**The following section 4 is relevant only if you already have been / are enrolled at a German University. If this is not the case, please proceed with section 5!**

##### 4.1 Semesters

4.1.1	University Semesters: Number of semesters (including semesters on leave) you have been/are enrolled at German Universities (plus the semester you apply for)	
4.1.2	Semesters on leave: Number of semesters you were on leave during your studies in Germany	

##### 4.2 University of First Enrolment in Germany

(including universities, universities of applied sciences, colleges of education, conservatoires)

4.2.1	Name of Institution	
4.2.2	First Semester in Germany	
4.2.3	First Semester at the University of Mannheim	

##### 4.3 Information for the BAföG-study certificate

4.3.1	Semester of First Enrolment	
4.3.2	Name of Institution	
4.3.3	Degree	
4.3.4	Subject 1	
4.3.5	Subject 2	
4.3.6	Subject 3	

##### 4.4 Studies at a German University in the preceding semester

4.4.1	University	
4.4.2	Degree	
4.4.3	Study Form	
4.4.4	Subject 1	
4.4.5	Subject 2	
4.4.6	Subject 3	

##### 4.5 Final Exams

4.5.1	Degree	
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4.5.2	Study Form	
4.5.3	Subject 1	
4.5.4	Subject 2	
4.5.5	Subject 3	
4.5.6	Date	
4.5.7	Grade	

#### 4.6 Entitlement to take exams

4.6.1	Have you lost the entitlement to take exams in the program of study you have applied for or in a similar program?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.6.2	Are you currently taking exams?	Yes <input type="checkbox"/> No <input type="checkbox"/>

#### 5. University-entrance diploma (e.g. Abitur, High School, Baccaalaureate, etc)

5.1	Name of School	
5.2	Name of degree / diploma	
5.3	Country	
5.4	Year of Graduation	

#### 6. University of First Enrolment (outside of Germany )

(including universities, universities of applied sciences, colleges of education, conservatoires)

6.1	Name of Institution	
6.2	Country	
6.3	First Semester (e.g. Spring 2005)	

#### 7. Studies at a University in the preceding semester (if applicable)

7.1	University	
7.2	Degree	
7.3	Study Form	
7.4	Subject 1	
7.5	Subject 2	
7.6	Subject 3	

### 8. Previous Studies NOT in Germany

		Latest degree (e.g. Master's)	Degree before latest degree (e.g. Bachelor's)
8.1	University		
8.2	Degree (Master, etc)		
8.3	Country		
8.4	Subject 1		
8.5	Subject 2		
8.6	Subject 3		
8.7	Date of Graduation		
8.8	Grade		

### 9. Other Studies at the same time (Parallelstudium)

9.1	I affirm that I am not enrolled in another degree course in Germany at the same time.	<input type="checkbox"/>
9.2	I wish to begin a degree course (while I am already studying another degree course). These parallel studies have been approved by the University of Mannheim within the application procedure.	<input type="checkbox"/>

### Legal Basis

Your data is being recorded and processed in order to **fulfil the legitimate duties** of the University according to §§58-65 and §12 of the Landeshochschulgesetz Baden-Württemberg (University Act of Baden-Württemberg) in connection with the Ministry of Science Act for recording and processing personal data of student applicants, students and exam candidates for administrative purposes of the university. This data may be passed on to third parties, in particular to other universities, compulsory health insurance funds, child allowance offices of the federal employment agencies, offices for student grants/ support, pension offices, charities and remuneration offices of public employers if and as long as prerequisites of the Landeshochschulgesetz Baden-Württemberg (University Act of Baden-Württemberg) or of the Sozialgesetzbuch (Social Security Code) are met.

Information necessary for study certificates intended for BAföG (federal student support) according to §9 BAföG is given on a **voluntary basis**. However, if any information is missing that is required, the certificate cannot be provided.

Stating the phone number is **voluntary information** that you give in order to facilitate the work of the university administration. A lot of problems may be solved more easily if e. g. a letter is substituted by a phone call.

### Declaration

I affirm that the information I gave is true and complete. I am aware of the fact that false information may lead to a refusal - or annulment respectively - of my enrolment. I hereby declare that I have not yet lost the entitlement to take exams in the programme of study I apply for. I am aware that enrolment may be refused if I either receive a conscription call for the military or any alternative service or if I am working more than half-time. I know that incomplete information may lead to a refusal of enrolment. With enrolment, the University electronic data processing centre allocates automatically login name, initial password and e-mail address. I hereby declare my agreement to comply with the user rules of the University electronic data processing centre and that my usage of the offered systems will be solely related to my studies. I am aware of the fact that any misuse may lead to the immediate cancellation of this permission of use.

Place, Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

### Declaration (applies only to visiting doctoral student enrollment)

I confirm that I am aware of the fact that enrollment as a visiting doctoral student at University of Mannheim **does not entitle me to obtain credits according to the European Credit Transfer and Accumulation System (ECTS).**

Place, Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_