

99061003022000

Apply to enrol at a university

Heruntergeladen am 14.07.2025

<https://fimportal.de/xzufi-services/379231701/L100001>

Modul	Sachverhalt
Leistungsschlüssel	99061003022000
Leistungsbezeichnung I	Apply to enrol at a university
Leistungsbezeichnung II	
Typisierung	4 - Land: Regelung
Quellredaktion	Hessen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Hochschulangelegenheiten (061)
Verrichtungskennung	Bescheinigung (022)
SDG-Informationsbereich	Bildungswesen in einem anderen Mitgliedstaat, einschließlich der frühkindlichen Betreuung, Bildung und Erziehung, der Primar- und Sekundarschulbildung, der Hochschulbildung und der Erwachsenenbildung
Lagen Portalverbund	Studium (1030300)
Einheitlicher	

Modul	Sachverhalt
Ansprechpartner	Nein
Fachlich freigegeben am	28.03.2022
Fachlich freigegen durch	
Handlungsgrundlage	https://www.rv.hessenrecht.hessen.de/bshe/document/jlr-HSchullmmVHE2010V3P2 https://www.gesetze-im-internet.de/sgb_5/_5.html https://www.rv.hessenrecht.hessen.de/bshe/document/jlr-HSchullmmVHE2010V3P2 https://www.gesetze-im-internet.de/sgb_5/_5.html
Teaser	Would you like to study at a German university? Submit an application for enrollment.
Volltext	When you enrol in a degree programme, you become a member of a university. As a student, you can take part in courses and examinations in order to obtain an academic degree.
Erforderliche Unterlagen	<ul style="list-style-type: none"> • Completed application • Proof of a university entrance qualification valid in Hesse in the form of a certified copy of a school report or proof of a passed relevant entrance examination • In the case of a school education from abroad, proof of German language skills may have to be provided for German-language courses of study • Proof of previous periods of study if you have previously studied at a university in the EU • A certificate of acceptance from the university if you want to achieve the academic degree of Doctor • Special proof of competence depending on the course of study, e.g. sports aptitude test, professional experience, other language skills such as Latin or English
Voraussetzungen	<ul style="list-style-type: none"> • You have informed yourself about the study options and made your choice of study. • You must complete an application for enrollment in full and submit it on time. • As a rule, you have to prove that you have completed a school education that entitles you to study, or you have to take an entrance exam. • You must have statutory health insurance or be exempt from statutory health insurance.

Modul

Sachverhalt

- You have to pay a semester fee.
- If you wish to enrol in a degree programme with special entry requirements or restrictions, you must have been approved by the university prior to enrollment.

Kosten

The semester fee must be paid at the time of enrolment. The amount of the fee varies from university to university and is determined anew for each semester. It depends on various factors. The largest component is usually a semester ticket, if one is offered by the respective university. Other components are, for example, contributions to the Studentenwerk, the student body and an administrative cost contribution. Payment must be made within a deadline set by the university.

Verfahrensablauf

- In order to start studying at a higher education institution, you must be enrolled. To do this, you must submit an application for enrollment at the university.
- Fill out the application for enrollment in full and submit it in the form requested by the institution of higher education with the necessary documents.
- The application and the documents will be checked for completeness by the responsible university office.
- In order to be enrolled, you must also have paid the semester fee.
- If you meet all the conditions, you will be enrolled in the course of study at the university.
- You will receive a certificate of enrollment.

Bearbeitungsdauer

On average, processing takes place within two weeks of receipt of the complete documents, provided that the admission requirements are met. If the volume of applications is high, the processing time can be significantly longer. There is no legal deadline for processing.

Frist

The application periods are determined by the respective university. Please contact your desired university to find out about the current deadlines for enrolment, for example in the letter of admission, on the applicant portal and on the website of the respective university.

weiterführende

Modul	Sachverhalt
Informationen	
Hinweise	https://www.hochschulkompass.de/studium https://www.hochschulkompass.de/studium
Rechtsbehelf	<p>You can withdraw from enrolment within a period set by the university. Depending on the university, there is a fee for this.</p> <p>The university rejects enrollment if the application requirements have not been met.</p> <p>If the university issues a decision on this, an objection can be filed against the decision (refusal of enrolment). If the objection is not granted, an action may be filed before the competent administrative court.</p>
Kurztext	<ul style="list-style-type: none"> - Enrolment to study at a university must be applied for via the respective application portal. - If there is no application portal, you will find the procedure on the website of the respective university. - An officially certified copy of the school report or a passed relevant entrance examination must be submitted as proof. - Proof of current health insurance is also required for enrollment. - In the case of school education from abroad, proof of German language skills may be required for German-language degree programmes. - Proof of previous periods of study must be provided if you have previously studied at a university in the EU. - If the academic degree of doctor is to be obtained, a certificate of acceptance from the university must be submitted. - Depending on the course of study, special skills and knowledge must be demonstrated, for example language skills such as Latin or English.

Modul

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- The semester fee must be paid in advance. The amount of the contribution differs depending on the university.
- The university checks the application for enrolment and the documents for completeness.
- If you meet all the conditions, you will be enrolled as a student in the course of study of the respective university.
- A certificate will be issued for enrollment.
- The university at which enrolment is applied for is responsible.

Ansprechpunkt

Zuständige Stelle

Formulare

Forms/online services available: Yes

Written form required: Yes

Informal application possible: No

Personal appearance required: No

Ursprungsportal

Einschreibung zum Studium an einer Hochschule beantragen, Apply to enrol at a university