

99061003022000, 99061003022000

Enrollment certificate

Heruntergeladen am 28.06.2025

<https://fimportal.de/xzufi-services/121357634/L100002>

Modul	Sachverhalt
Leistungsschlüssel	99061003022000, 99061003022000
Leistungsbezeichnung I	Enrollment certificate
Leistungsbezeichnung II	Enrolling at a university
Typisierung	4 - Land: Regelung
Quellredaktion	Nordrhein-Westfalen
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	16.12.2022
Fachlich freigegeben durch	Ministry of Culture and Science of the State of North Rhine-Westphalia
Handlungsgrundlage	<p>§48 HG NRW</p> <p>§50 HG NRW</p> <p>§40 KunstHG</p> <p>https://recht.nrw.de/lmi/owa/br_bes_detail?sg=0&menu=0&bes_id=28364&anw_nr=2&aufgehoben=N&det_id=531168</p> <p>https://recht.nrw.de/lmi/owa/br_bes_detail?sg=0&menu=0&bes_id=11475&anw_nr=2&aufgehoben=N&det_id=544538</p> <p>https://recht.nrw.de/lmi/owa/br_bes_detail?sg=0&menu=0&bes_id=28364&anw_nr=2&aufgehoben=N&det_id=531168</p> <p>https://recht.nrw.de/lmi/owa/br_bes_detail?sg=0&menu=0&bes_id=11475&anw_nr=2&aufgehoben=N&det_id=544538</p>
Teaser	Would you like to enroll at a university?
Volltext	<p>If you would like to enrol at a university in North Rhine-Westphalia, a distinction must be made between admission-free and admission-restricted degree programs:</p> <p>You can enrol directly in admission-free degree programs with the required documents once you have met the necessary requirements, if necessary after submitting a previous application.</p> <p>There are only a limited number of places on degree courses with restricted admission, so a selection procedure takes place. A selection procedure generally takes place at universities of art and music.</p> <p>The following applies to degree programs with restricted admission: After a successful application for a study place, including a successful selection</p>

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procedure, you will receive a letter of admission from the university in question. You will then be enrolled and admitted to the university within a certain period of time following your application.

Please always note the information, required documents and deadlines of the respective university for the respective degree programs.

Erforderliche Unterlagen

In addition to the enrollment application, the university may request further proof, such as

- valid proof of identity (e.g. valid identity card or passport, residence permit)
- Declaration of acceptance of the study place
- Proof of university entrance qualification
- Proof of student health insurance (electronic notification via the health insurance company)
- In the case of underage applicants, permission from their legal guardians

As part of the admission procedure, you will be informed about the documents you need to provide to enrol at your university.

Voraussetzungen

You have received a letter of admission for a study place.

In order to study at a university in North Rhine-Westphalia, you must generally meet the following requirements:

Universities:

- General higher education entrance qualification or an educational qualification recognized as equivalent. Please enquire directly at the respective university.
- a master craftsman's examination or comparable examination or
- Persons who have completed vocational training can obtain a university entrance qualification if the relevant requirements are met. Please contact the university directly.

Universities of Applied Sciences (Fachhochschulen):

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- General higher education entrance qualification or entrance qualification for universities of applied sciences or an educational qualification recognized as equivalent. Please enquire directly at the respective university
- a master craftsman's examination or comparable examination or
- Persons who have completed vocational training can obtain a university entrance qualification if the relevant requirements are met. Please contact the university directly.

Art/music colleges:

Special requirements may apply for studying at art/music colleges (gifted students examination). Please enquire directly at the relevant university.

This list is not exhaustive and the requirements and necessary documents for enrolment may vary depending on the university and course of study. If in doubt, please contact your university or the student advisory service for clarification.

Kosten

Verfahrensablauf

You will receive a letter of admission from the university in question. Enrolment and thus admission to the university will then take place within a period of time following your application.

After enrolment, you will be registered as a student at the respective university. You will receive a student ID/chip card as confirmation and a certificate of enrolment for the current semester.

Please note: You must re-register for each new semester; this requires you to pay the semester fee (see LeiKa "Semester fee collection").

Please always observe the information, required documents and deadlines of the respective university for the respective degree programs.

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Bearbeitungsdauer	The processing time varies from university to university.
Frist	The application and enrollment deadlines can be found on the websites of the universities. Please note that it is generally no longer possible to enrol once these deadlines have passed.
weiterführende Informationen	On the websites of the universities you will find all the information about the application procedure, which depends on your school-leaving certificate and your country of origin.
Hinweise	<p>If the application procedure is carried out online, a corresponding user account must be used (see the university website).</p> <p>You have the option of withdrawing from enrollment/matriculation within certain deadlines upon request. If you withdraw within the specified period, you will be deemed not to have enrolled.</p>
Rechtsbehelf	
Kurztext	<ul style="list-style-type: none"> • Enrolling at a university • Enrollment at a university
Ansprechpunkt	
Zuständige Stelle	
Formulare	Information on the application procedure can be found on the websites of the respective universities.
Ursprungsportal	Immatrikulation Bescheinigung, Enrollment certificate