

99061003022000, 99061003022000

# Applying for enrolment to study at the university

Heruntergeladen am 28.06.2025

<https://fimportal.de/xzufi-services/517611829/L100040>

Modul	Sachverhalt
Leistungsschlüssel	99061003022000, 99061003022000
Leistungsbezeichnung I	Applying for enrolment to study at the university
Leistungsbezeichnung II	
Typisierung	4 - Land: Regelung
Quellredaktion	Niedersachsen
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)

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Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	05.10.2023
Fachlich freigegeben durch	Lower Saxony Ministry of Science and Culture
Handlungsgrundlage	<a href="https://voris.wolterskluwer-online.de/browse/document/82dd34dc-f4ed-3063-8084-61de25eefb5b">https://voris.wolterskluwer-online.de/browse/document/82dd34dc-f4ed-3063-8084-61de25eefb5b</a> <a href="https://voris.wolterskluwer-online.de/browse/document/82dd34dc-f4ed-3063-8084-61de25eefb5b">https://voris.wolterskluwer-online.de/browse/document/82dd34dc-f4ed-3063-8084-61de25eefb5b</a>
Teaser	You would like to study at a university in Lower Saxony. Submit an application for enrollment.
Volltext	When you enrol in a degree programme, you become a member of a university. As an enrolled student, you can take part in courses and complete coursework and examinations in order to obtain an academic degree.
Erforderliche Unterlagen	<ul style="list-style-type: none"> <li>• Completed application</li> <li>• Proof of a university entrance qualification valid in Lower Saxony or proof of having passed a relevant entrance examination</li> <li>• In the case of schooling from abroad, proof of sufficient knowledge of German must usually be provided for German-language courses of study</li> <li>• Proof of previous periods of study</li> <li>• Special proof of competence depending on the course of study, for example passed aptitude test, work experience, internships, other language skills such as Latin or English</li> </ul>
Voraussetzungen	<p>You must apply for enrolment in a degree programme. In the case of degree programmes with restricted admission, enrolment is applied for after applying for a place and being admitted. In the case of degree programmes with open admission, the application for enrolment can usually be submitted directly.</p> <p>You must complete the application for enrollment in full and submit it by the deadline.</p> <p>As a rule, you must provide proof of a completed school education that entitles you to take up the desired course of study or you must take an entrance</p>

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examination.

You must have statutory health insurance or be exempt from statutory health insurance.

You will have to pay a semester fee (and, if applicable, long-term tuition fees).

## Kosten

The semester fee must be paid for enrollment. The amount of the fee differs from university to university and is determined anew every 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 the administrative cost contribution. Payment must be made within a deadline set by the university. If the student's study credit is used up, additional long-term tuition fees must be paid per semester. In this case, a fee notice will be issued. Depending on age, course of study and duration of study, additional fees may apply.

## Verfahrensablauf

In order to start studying at a university, you must be enrolled. To do this, you must submit an application for enrolment at the university.

Complete the application for enrollment in full and submit it within the deadline set by the university with the required documents.

The application and the documents will be checked for completeness and correctness by the responsible university office.

In order to be enrolled, you must also have paid the semester fee (and any other fees).

If you meet all the conditions, you will be enrolled in the university's degree program.

You will receive a certificate of enrollment.

## Bearbeitungsdauer

The application for enrolment will be processed as soon as it has been received by the university in full. As

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	a rule, a decision on the application is made promptly. If there is a high volume of applications, the processing time can be significantly longer.
Frist	The deadlines for submitting applications are set by the respective university. Please contact your desired university for information about the current deadlines for enrollment, e.g. in the letter of admission, in the application portal or on the university's website.
weiterführende Informationen	
Hinweise	<p>Enrollment is valid for one semester. In order to continue enrollment/studies, re-registration is required every semester.</p> <p>The semester fee paid at the time of enrollment is valid for the first semester. A new semester fee must be paid for each additional semester. The amount of the semester fee usually varies from semester to semester.</p>
Rechtsbehelf	If the university rejects the application for enrolment by means of a decision, an appeal can be lodged against the decision.
Kurztext	<p>-- Enrolment at a university usually takes place via the university's online portal.</p> <p>-- If there is no online portal, you can find the procedure on the university's website.</p> <p>-- Proof of university entrance qualification must be provided.</p> <p>-- Proof of current health insurance is required for enrollment.</p> <p>-- In the case of a school education from abroad, sufficient knowledge of German must usually be proven for German-language courses of study.</p> <p>-- Proof of previous periods of study must be provided if you were previously enrolled at a university.</p>

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- Depending on the course of study, special skills and knowledge may have to be proven, for example language skills or a passed aptitude test.
- 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 requirements, you will be enrolled as a student in the university's degree program.
- A certificate of enrollment will be issued.
- 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

Applying for enrolment to study at the university, Einschreibung zum Studium an der Hochschule beantragen