



Enrolment information

International students must enroll in person (Only the photo can be sent by email!!!)

Office of International Affairs, Ms. Claudia Manca Mon, Tue, Thu: 9 a.m. – 11 a.m., Wed.: 2 p.m. - 4 p.m.

1. Visa or residence permit

Please bring your passport with you.

2. Enrolment form (attached)

Fill out both pages of the attached enrolment form digitally, sign and then print it out.

3. Photo

Send a photo (.jpg) by email to studsek@verwaltung.uni-hohenheim.de. Please write your complete name in the subject line of your email.

4. Statutory Health insurance proof Students from non-EU countries

It is mandatory to have public health insurance coverage to be enrolled and study at a German university. This means that you will have to provide a certificate of health insurance in order to enroll at the University of Hohenheim.

A **list of public health insurance** providers in Stuttgart, as well as private health insurances, can be found on the internet. Please check by yourself.

If you are covered by a **private health insurance (e.g. MAWISTA)**, you need to

1. obtain a written confirmation of your health insurance provider which states that you have a private health insurance and that it provides you with sufficient insurance coverage (minimum insurance sum: EUR 100,000).

2. Please submit this confirmation digitally to one of the statutory health insurance providers in Germany. They will issue an **exemption letter from compulsory insurance that you will need to do the enrollment at the university!!! To find a statutory health insurance company in Stuttgart, please google “Gesetzliche Krankenversicherung” or contact directly Ms. Birgit Carrera, birgit.carrera@tk.de.**

Anyone commencing their studies in Germany with private insurance is not allowed to switch to a statutory health insurer for the entire duration of their course.

Please note a regular **travel health insurance cannot be accepted**, since it does not cover your study stay of at least one semester!!!

For students who are 30 years or old, students who are beyond the 14th semester (7 years) and for PhD students over 30:

You are no longer entitled to student insurance rates from statutory health insurance companies, so you will have to compare various companies and decide which insurance company is best for you. Generally, you have the choice between public/statutory and private health insurance. A list of public health insurance providers in Stuttgart, as well as private health insurances, can be found on the internet. Please check by yourself. Anyone who is over the age of 29 when starting their course can only obtain private insurance.

The German Academic Exchange Service (DAAD) offers more information about health insurance in Germany <https://www.daad.de/deutschland/in-deutschland/regeln/en/8839->

[organising-health-insurance/](#)

Students from EU countries (EEC and EEA)

For students who hold a European Health Insurance Card (EHIC) no further insurance in Germany is necessary.

Students from countries who have entered a social security agreement with Germany (e.g. Switzerland, Turkey)

If you have a statutory health insurance in your home country, please inquire at your health insurance provider to get a form that proves that you have health insurance coverage abroad. The forms have different names depending on your country of origin, e.g. E-111, AT 11, ATN11 or BH6. This form can be presented at a German health insurance agency and an exemption from compulsory insurance will be issued which confirms that your insurance is sufficient to be enrolled. In general, you will not need to pay for treatments in Germany, e.g. when you go to a doctor, if you show your EHIC.

5. Bank transfer of the semester fees

Please transfer the semester fees after your arrival in Germany and after opening a bank account.

Degree students (B.Sc., M.sc., Ph.D.): EUR 162,80

Non-degree students (B.Sc., M.Sc.): EUR 92,80

Ph.D (time students) and Free Mover:: EUR 152,80

Beneficiary: Universität Hohenheim Bank: BW-Bank Stuttgart

IBAN: DE07 6005 0101 0004 5534 98 BIC-Code: SOLADESTXXX

Purpose: your complete name + enrolment winter semester 2016/2017

6. Only for Ph.D. students: Confirmation of academic supervision of a PhD project Doctoral candidates have to conduct their PhD project under the supervision of and in close cooperation with a professor (supervisor). Thus a professor of the University of Hohenheim must issue a written confirmation that he or she is willing to act as the candidate's supervisor ("**PhD Supervision Confirmation Form**"). Please note, that you will first be enrolled as a "Ph.D. time student", since you have not been recognized by the faculty yet. As long as you are a time student, you need the above mentioned supervisor's confirmation for every semester you want to re-enrol. Once you are recognized by the faculty, you don't need to present the supervisor's letter anymore.

PLEASE NOTE ALL STUDENTS

The enrolment is completed after submitting personally the filled out enrolment form, the health insurance proof (or exemption letter) and the bank transfer proof in my office during my office hours which are

Mon, Tue, Thu: 9 a.m. – 11 a.m., Wed.: 2 p.m. - 4 p.m. (office of International Affairs, Ms. Claudia Manca). Please remember to bring your passport and visa along with you and to send the photo by email.

Your documents can only be forwarded to the Student Registration Office if all the requirements for enrolment including payment of the required semester fees are fulfilled.

The student card will then be issued within the period of 10 days or 2 weeks resp. You can pick up your student card at the Student Information Center (SIZ).

Your user account data will be submitted to you at the moment of your registration, which provide internet access, email services, and access to the learning platform ILIAS.

