



To all new students:

Below you will find an overview of the standard documents that are generally required of new students upon enrolling. **A list of documents required in your particular case can be found on the print-out of your application for enrollment(Online-Antrag) or on your letter of admission (Zulassungsbescheid).**

Please submit all documents in full to ensure that your application is processed expeditiously. If you have any questions, please contact the *Studierendenkanzlei* (Student Administration Office).

1. A signed print-out of your application for enrollment(Online-Antrag)
2. School-leaving certificate/ higher education entrance qualification (Hochschulzugangsberechtigung) (e.g. high school diploma, A Levels, IB diploma) certified copy is required
3. A copy of your passport or national ID
4. Passport photo (electronic submission is not possible)
5. Evidence that you have paid your semester fees
An account statement or online-banking statement displaying the transfer of the required amount (a carbon copy of the transfer request is not sufficient)
Information concerning semester fees and details for the bank transfer can be found at <https://www.studierendenkanzlei.uni-bayreuth.de/en/students/semester-fees/index.html>.
Your letter of acceptance or the print-out of your online application will include details on what to enter in the "description" field of the wire transfer
6. Résumé/ CV
Please document any periods of study at a German institution of higher education. In CAMPUSonline you can download a sample curriculum vitae. Please click in CAMPUSonline under "Bewerbung-Status" on the button with the small letter "i" at the point "University Curriculum Vitae".

7. Confirmation of student health insurance (not required after the age of 30 and in the case of enrolment for doctoral studies)

If registered with a statutory health insurance provider:

Please contact a statutory health insurance company and request that they send a certificate of insurance directly to the University of Bayreuth via electronic communication. A copy of the insurance card or an insurance certificate in paper form is not sufficient

If registered with a private health insurance provider:

Please contact a statutory health insurance company and request them to send a confirmation of exemption from the statutory insurance obligation directly to the University of Bayreuth via electronic communication. Enrolment at the University on the basis of your private health insurance policy is not permitted

8. If you have previously been enrolled at an institution of higher education

A confirmation of previous periods of enrolment at German higher education institutions (Studienverlaufsbescheinigung). It is an overview when, where, how long and in which course of study you have been enrolled. Mostly these dates are on your confirmation of exmatrikulation. Ideally with the number of the university semester. A "Transcript of Records" is not sufficient. If you had been enrolled in more universities, you have to submit for each university a confirmation of the period of enrolment. You can get the confirmation at the students administration office.

9. Confirmation that you have passed the relevant aptitude test (if applicable)
depends on the study programme

10. In addition, the following is required for enrolment in a master's programme

An equivalency evaluation of your initial degree conducted by the relevant board of examiners (and if applicable, confirmation that you have passed the relevant aptitude test)

A certified copy of the certificate accompanying your university degree or confirmation that you have obtained the credit points required according to the relevant examination regulations (i.e. transcript of records).

For an overview, please visit: <https://www.amtliche-bekanntmachungen.uni-bayreuth.de/de/pruefungsordnungen/master/index.html>

11. In addition, the following is required for enrolment for PhD studies

Certificate of the university degree (diploma or master's degree) as an officially certified copy and confirmation of online registration for doctoral studies for submission to the Student Administration Office of the University of Bayreuth

12. If applicable, language certificate

e.g. proof of German language skills level B2; confirmation that you have passed the DSH examination or a statement that you are exempt from taking the DSH or similar, possibly proof of further foreign language skills.

13. If you have been placed in an advanced semester of study

Notice of placement in an advanced semester of study, issued by the relevant office of examinations

14. If applicable, a certificate of no objection (Unbedenklichkeitsbescheinigung):

Students transferring from the same programme of study offered at a different university are required to submit a certificate of no objection. Such certificates are issued by the previous institution as confirmation that the applicant is still entitled to carry out studies in the given field.

15. If attending individual modules (Modulstudium):

An overview of the modules the applicant wishes to attend. A complete list of modules is available here: <https://www.studierendenkanzlei.uni-bayreuth.de/de/studierende/modulstudien/index.html>

16. For international students (non-EU-citizens)

Visa or residence permit that allows you to study at the University of Bayreuth.

Please note the legal requirements for foreign nationals in connection with your studies. You must have a valid residence permit that entitles you to study or does not exclude this. Before entering the Federal Republic of Germany, you must apply for a visa at the responsible diplomatic representation of the Federal Republic of Germany in your home country. Do not enter Germany as a tourist! It is no longer possible to convert a tourist visa into a long-term residence permit for students in the Federal Republic of Germany. Simplified entry regulations apply to nationals of certain countries, such as EU and EFTA countries as well as Andorra, Australia, Brazil, El Salvador, Great Britain, Honduras, Israel, Japan, Canada, Monaco, New Zealand, San Marino, South Korea, and the USA.