

Documents required for enrolment for EU/EEA-Applicants

BACHELOR/STATE EXAMINATION/MAGISTER THEOLOGIAE

In order to be able to enrol, you first need a letter of admission. For this purpose, you must apply online by **20 August for the winter semester 2020/21** and, if you are admitted via the *Information Portal Admission*, you must register online!

If this was not the case, please send us all documents of the lists below as PDF files via e-mail to admission@uv.rub.de!

The office hours of the Admissions Office Bachelor -international- are not taking place at present due to the effects of the corona pandemic! If you have any questions, please contact our application hotline at +49 234 32 26644 or at admission@uv.rub.de.

Please note that an enrolment can only take place if you have the original of all documents required for enrolment. The Admissions Office reserves the right to request all documents uploaded with the application in the same version and in the original for verification purposes! The following documents are mandatory for enrolment (as uploads via Information Portal Enrolment):

- **Letter of admission**, if an online application has been made
- **University entrance qualification** (Abitur, Baccalauréat, Assessment test, etc.) and an **officially certified translation in German or English**
- **Examination certificate** if you have completed your studies both in the Federal Republic of Germany and abroad
- **Proof of sufficient knowledge of the German language** e.g. TestDaF with at least 16 points within an exam, DSH (level 2 or 3), DSD - II, telc Deutsch C1 Hochschule etc.
- **Valid ID**
- **If applicable a certificate of service** for the completed military or civilian service or the voluntary social/ecological year or the development service, if it is a course of study with restricted admission and you have performed a **recognised service within the meaning of the law for at least 6 months** in the Federal Republic of Germany, detailed information can be found at <https://www.bmfsfj.de/bmfsfj/meta/en>
- **Health insurance certificate:**
 - Students with **statutory health insurance** can obtain a special "*insurance certificate for enrolment at a university*" from their health insurance company
 - Students with **private health insurance** who wish to remain so during their studies require a so-called *exemption certificate*. You can obtain this from your last or any other statutory health insurance company
 - Students who are not yet in Germany have their health insurance company issue a **special "insurance certificate for enrolment at a university"**

Please note the next page

The following documents are required in addition to those listed on page 1 if...

... you were already enrolled at a university in the Federal Republic of Germany:

- **Certificate of exmatriculation** including a certificate of enrolment showing your previous course(s) of study and the number(s) of semesters at the university
- **Certificates of exmatriculation** of all previous enrolments in the Federal Republic of Germany, showing the course of study (or courses of study), university semester and semester of study, with a copy to remain at the Ruhr-Universität Bochum

... subject-specific documents are required for individual subjects:

- **Proof of sufficient knowledge of French or English**, if the course of study is in French or English (e.g. via the school leaving certificate)
- for the **bilingual computer science programme**, proof of English language skills at B2 level (e.g. through an IELTS or TOEFL test) are mandatory
- **Certificate** of successful completion of the **sports aptitude test** of the RUB or the DSHS Cologne for the study programmes Sports Science (Bachelor)
- For the subject **Classical Philology** the **Latinum** or **Graecum**, depending on the choice of major field of study, must be proven.

... you would like to enrol for a higher semester:

- **Letter of admission**, for subjects with restricted admission an application must have been submitted (Application deadline is **24.09. for the winter semester 2020/21**)
- **Certificate of classification** issued by the competent academic adviser(s) required, except
 - for **law**, a certificate of exmatriculation or study certificate stating the course of study and the semesters is sufficient
- In the case of admission to the **clinical study section** (medicine), the certificate of successful completion of the preliminary medical examination
- In the case of admission for the **practical year (PJ)** in the medical degree programme
 - the letter of admission from the Faculty of Medicine at RUB
 - the certificate of the passed preliminary medical examination

Information on how to apply for the higher (advanced) semester can be found at www.ruhr-uni-bochum.de/studierendensekretariat/studium/bewerbung_zulassung/hoehere_fachsemester

Additional information:

- In case of a **new enrolment**, please send us a current passport photo for the student ID card as a JPG or PNP file.
- The **social contribution** must be received within 14 days of enrolment. The Registrar's Office publishes the deadlines with the current dates for **re-registration** etc. early in each semester at <http://www.ruhr-uni-bochum.de/studierendensekretariat/studium/fristen.html>