

## Documents required for enrolment for admissions via the lottery procedure for applicants with international certificates

### 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**. If you have been admitted via the *Information Portal Admission*, you must also register online!

If you have international certificates, you must have them checked by the **Admissions Office Bachelor -international-** if you are admitted. Please send your documents as a PDF file via e-mail to **admission@uv.rub.de** after receiving your admission notice!

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 all documents necessary for enrolment can be presented in original!**

The following documents are mandatory for enrolment (as PDF file via e-mail):

- **Letter of admission lottery procedure**
- **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 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

... you are a German citizen with international certificates:

- With **certificates from abroad** (both school and university certificates) you do not have to prove your knowledge of German, but you do have to have your certificates recognised by the Düsseldorf district government. This government also calculates your average grade.
  - **Bezirksregierung Düsseldorf Zentrale Zeugnisanerkennungsstelle**  
Postfach 300865  
D-40408 Düsseldorf  
Phone: +49(0)211 / 475-0

*If no nationally valid recognition certificate can be presented, the **Admissions Office Bachelor-international-** of the Ruhr-Universität Bochum will determine the university entrance qualification.*

... 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.

## Additional information:

- 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>