

Documents for enrolment for Master programmes

MASTER OF SCIENCE/MASTER OF ARTS/MASTER OF EDUCATION

To make sure that you can be enrolled, if in doubt, please have all the documents from the lists below ready!

Please note that an enrolment can only take place if you have the original of all documents required for enrolment. We reserve 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 PDF file 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** about the completed studies in Germany or another country or equivalent (original certificate of completion, issued by the responsible examination office, showing subject(s), grade and date of completion)
- **Proof of the obligatory counselling interview** (certificate issued by the faculty(ies) - In some cases the proof is transmitted digitally to the Registrar's Office)
- **Valid ID**
- **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
- **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 mandatory depending on the case:

- **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>
- **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, if you are an EU foreigner (or equivalent).
- **Proof of sufficient knowledge of French or English**, if the course of study is in French or English
- **Placement certificate from the relevant subject advisor** if you wish to enrol in a higher semester

Additional information:

- In case of a **new enrolment**, we need a current passport photo for the student ID card.
- 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>