

Application for admission as an exchange Student

at the Catholic University of Applied Sciences

KATHOLISCHE
HOCHSCHULE FREIBURG
CATHOLIC UNIVERSITY
OF APPLIED SCIENCES FREIBURG



According to § 3 para. 1 of the enrolment regulations of the Catholic University of Applied Sciences Freiburg, foreign students who wish to study at the KH Freiburg during a certain phase of their studies can be admitted for a certain period of time. The prerequisite is that they are enrolled at a foreign university in a corresponding degree program and that they have proven the necessary language skills. In accordance with Para. 2, the head of degree program decides on admission and the available courses. In accordance with Para. 3, admission is generally limited to two semesters. Foreign students may provide proof of performance, but may not take final examinations.

The person named below hereby applies for admission to the semester for which

winter semester

/

summer semester

in the following degree program:

Personal Details

Matriculation number (will be assigned by the university)				
Last name				
First name				
Sex	male	female	x	not stated
Date of birth				
Place of birth			Nationality	

Communication

Address type	Home adress	Semester adress
Street an house number		
Postal code	Place	
Country		
Telephone		
E-mail adress		

Health insurance

Insurance status	Subject to compulsory insurance	exempt
Insured person number		
Companx number		
Health insurance company		

University at which enrolment is certified (home university)

Home university	
Degree program	
University semester	
Subject semester	
Degree sought	

University entrance qualification

Date of university entrance qualification	
Country	
County	
Type of higher education entrance qualification	
Final grade	

Previous/external studies - First enrolment at a university

University at which the initial enrolment took place	
Country	
First enrolment (Date)	
First university in Germany	
First enrolment in Germany	
First enrolment at KH	

Information on the degree program (will be filled in by the KH Freiburg)

Abschluss	
Studienform	
Studienfach	
Schwerpunkt	
Status	
Bearbeitet durch	Bearbeitungsdatum

For admission as a exchange student and enrolment in a degree programme at the KH Freiburg, the following instructions must be observed:

1. Submission of documents

Please submit the following documents digitally by e-mail to bewerbungsbuero@kh-freiburg.de:

- For proof of your student status, please submit a **certificate of enrolment** from your home university
- For the **student ID**, we require a passport photo in jpg format
- If necessary, please submit a **language certificate** for German or English B2 (courses in English only take place in the winter semester)
- If you have already studied at a university in Germany, please submit a certificate that provides information about **previous semesters at the German university** (e.g. certificate of study progress, certificate of exmatriculation or the transcript of records)
- Please submit **proof of health insurance**. If the health insurance company requires an absentee number from the Catholic University of Applied Sciences Freiburg, please provide the following number: **H0001851**

NOTE: If the proof is not yet available at the time of application, a scan of your European Health Insurance Card or your Global Health Insurance Card will suffice for the time being. Please submit the proof as soon as you have it. If you have any questions or require German statutory health insurance, we recommend that you contact Techniker Krankenkasse. Your personal contact, Ms. Lilli Sütterlin, will be happy to help you (lilli.suetterlin@tk.de).

2. Matriculation fee

Upon admission as a guest student, a matriculation fee of € 131.80 must be paid in accordance with the current schedule of fees and contributions. Please transfer the amount to the following account:

Payee:	Catholic University of Applied Sciences Freiburg
Bank:	Liga Bank
Intended purpose:	Incoming /Winter semester XX/Summer semester YY/ First name, last name
IBAN:	DE15 7509 0300 0407 1001 24
BIC:	GENODEF1M05

If you have been approved for another semester at the KH Freiburg as a guest student, you will have to pay 119.80€ for re-registration in the following semester.

NOTE: If you are a guest student under the **ERASMUS+ program** or the **Baden-Württemberg exchange program**, please contact our International Office for information on the processing of amounts due (in particular enrolment fee). Your personal contact, Ms. Naomi Hiroe-Helbig, will be happy to help you (naomi.hiroe@kh-freiburg.de).

3. Certificate of enrolment and certificate of attendance

Upon successful enrolment, you will receive a certificate of enrolment and a certificate of attendance for the courses you attend in accordance with the Learning Agreement. The letter of admission must be sent to your home university. The certificate of attendance must be completed and sent to bachelor@kh-freiburg.de after the last course attended so that you can receive a transcript of records after your stay abroad.

place, date and signature of the applicant

With my signature, I confirm that all information provided is correct and that I consent to the processing of personal data in accordance with the data protection regulations and the General Terms and Conditions of Contract of the KH Freiburg