



ONLY THE GERMAN VERSION OF THIS OFFICIAL FORM IS LEGALLY BINDING.
THE ENGLISH VERSION IS SOLELY PROVIDED FOR INFORMATION PURPOSES

Information Form for International Students

to establish whether the obligation to pay tuition fees according to section 5 of the Act on Fees in Higher Education of the Land of Baden-Württemberg (Landeshochschulgebührengesetz , LHGebG) applies

Application ID/Student ID number: _____

Last name: _____ First name: _____

Date of birth: _____ E-Mail: _____

Subject (program of study): _____

Degree (bachelor`s/master`s): _____

From winter semester 2017/18 onwards, higher education institutions in Baden-Württemberg will be charging tuition fees of EUR 1,500 per semester for international students. According to §3 LHGebG, international students who are not citizens of an EU or EEA country have to pay tuition fees.

As an international student, you are generally obliged to pay tuition fees. However, the act includes certain exceptions where international students who fulfill the required criteria are not obliged to pay tuition fees. If the exception criteria apply to you and you provide the necessary documents of proof in due time before enrollment or re-registration, you do not have to pay tuition fees.

If only one of the exceptions listed applies to you, you are requested to fill in the information form and answer the questions asked. Don't forget to sign the form and return it together with a scan of the supporting documentation to : studiengebuehren@zuv.uni-heidelberg.de. **The information form and the supporting documentation must be submitted within three weeks of the date indicated on your notice of admission.** The decision regarding the obligation to pay fees will be noticed to you by email within four weeks after you submitted the information form.

Please note that you will be required to submit the original documentation or a certified copy (together with a certified translation in German or English) for completing the registration (matriculation).

Proof required varies with every reason for exception, but a copy of the residence permit is always required:

Please indicate which type of residence permit you have been issued:

Exemption according to §5 section 1 sentence 1 LHGebG

I am a family member of an EU or EEA citizen who resides in Germany and is entitled to freedom of movement in accordance with Section 2 (2) of the Freedom of Movement Act/EU.

"Family members" in this sense are:

- a. Spouses
- b. Life partners in a registered partnership in one of the EU/EEA countries of origin, if the partnership is treated as equivalent to marriage there.
- c. Children

Proof:

For spouses, life partners and children up to the age of 21:

- Residence card or permanent residence card in accordance with § 5 of the Freedom of Movement

Act/EU

For children of EU citizens who are over 21 years of age and receive maintenance:

- Residence card or permanent residence card in accordance with § 5 of the Freedom of Movement Act/EU

For children of EU citizens who are over 21 years of age and do not receive maintenance:

- Identity card or passport of the EU parent (copy) **and**
- Registration certificate of the parent **and**
- Registration certificate of residence with parents up to the age of 21 **and**
- Certified copy of the birth certificate with a complete and certified German translation
- Residence card, if applicable

Exemption according to §5 section 1 sentence 2 LHGebG:

Proof:

- **Settlement permit** according to the Residence Act (AufenthG) **OR**
- **EU permanent residence permit** according to **§ 9a AufenthG**

Exemption according to §5 section 1 sentence 3 LHGebG:

Recognition abroad as a refugee under the Convention of July 28, 1951 (Geneva Refugee Convention) and a residence permit that entitles the holder to stay in Germany on a more than temporary basis.

Proof:

- Foreign travel document issued on the basis of the Convention of July 28, 1951 or a corresponding entry by the foreigners authority in the passport or passport substitute **and**
- Residence permit that does not only entitle you to stay in Germany temporarily (this is usually the case for residence permits that were not issued for a temporary purpose and that were usually issued for a period of more than one year or have existed for at least 18 months)

Exemption according to §5 section 1 sentence 4 LHGebG:

Status as a stateless foreigner according to the Law on the Legal Status of Stateless Foreigners (HAusIG) of 25.04.1951.

Proof:

- Certificate or record in passport of status as a stateless foreigner according to HAusIG

Exemption according to §5 section 1 sentence 5, 1st alternative LHGebG

Residence permit according to §22, §23 section 1, 2 or 4, §23a, §24, §25 section 1 or 2, §25a, §25b, §28, §37, §38 section 1 sentence 1 Nr. 2 or § 104a AufenthG.

Proof:

- Appropriate residence permit (electronic residence permit or adhesive label in the passport replacement document or passport)

Exemption according to §5 section 1 sentence 5, 2nd alternative LHGebG

Residence permit according to §30 or §32 to §34 AufenthG as spouse/life partner/child of a foreigner with a settlement permit.

Proof:

- Appropriate residence permit (electronic residence permit or adhesive label in the passport replacement document or passport) **and**
- Settlement permit of the spouse/partner/parents **and**
- Certified copy of the birth certificate with complete and certified German translation **or**
- Certified copy of the marriage certificate with complete and certified German translation

Exemption according to §5 section 1 sentence 6, 1st alternative LHGebG

Residence permit according to § 25 section 3 or 4 sentence 2 or section 5 or § 31 AufenthG and legal, permitted or tolerated residence for at least 15 months without interruption.

Proof:

- Appropriate residence permit (electronic residence permit or adhesive label in the passport replacement document or passport) **and**
- Certificate from the competent immigration authority confirming at least 15 months of uninterrupted legal, permitted or tolerated residence in Germany

Exemption according to §5 section 1 sentence 6, 2nd alternative LHGebG

Residence permit according to §30 or §32 to §34 AufenthG as spouse/life partner/child of a foreigner with a residence permit and have been legally resident, permitted or tolerated for at least 15 months without interruption.

Proof:

- Appropriate residence permit (electronic residence permit or adhesive label in the passport replacement document or passport) **and**
- Certificate from the competent immigration authority confirming at least 15 months of uninterrupted legal, permitted or tolerated residence in Germany **and**
- Certified copy of the birth certificate with complete and certified German translation **or**
- Certified copy of the marriage certificate with complete and certified German translation

Exemption according to §5 section 1 sentence 7 LHGebG:

Tolerated stay and uninterrupted legal, permitted or tolerated residence in Germany for at least 15 months.

Proof:

- Toleration (passport with note on toleration or certificate of toleration according to § 60 a AufenthG) **and**
- Certificate from the competent immigration authority confirming at least 15 months of uninterrupted legal, permitted or tolerated residence in Germany

Exemption according to §5 section 1 sentence 8 LHGebG:

I have been resident in Germany for a total of five years and have been legally employed in Germany for five years.

Proof:

- Form on professional activity and tax assessments for the entire period (please request from studiengebuehren@zuv.uni-heidelberg.de) **and**
- Proof of employer (if current tax assessment notices cannot yet be submitted) **and**
- Residence permit during the period of employment in Germany

Exemption according to §5 section 1 sentence 9 LHGebG:

One of my parents has resided in Germany for a total of three years during the last 6 years before the start of my studies and has been legally employed in Germany for three years.

Proof:

- Certified copy of the birth certificate with complete and certified German translation **or**
- Form on the employment of one parent and tax assessments of the working parent for the entire period (please request from studiengebuehren@zuv.uni-heidelberg.de) **and**
- Proof of employer (if current tax assessment notices cannot yet be submitted) **and**
- Residence permit during the period of employment in Germany

Exemption according to §5 section 1 sentence 10 LHGebG:

I have already completed a Bachelor's **and** a Master's degree in Germany.

Proof:

- Notarized copies of **both** German degree certificate

Exemption according to §5 section 1 sentence 10 LHGebG:

I have already completed a state examination **or** a Diplom **or** Magister degree in Germany.

Proof:

- Notarized copies of the German degree certificate

Exemption under the Agreement between the European Community and its Member States, of the one part, and the Swiss Confederation, of the other, on the free movement of persons of September 2, 2001.

I have Swiss nationality and am an employee in Germany or I am a family member of an employee with Swiss nationality working in Germany.

Proof:

- Residence permit, own or family member's residence permit **and**
- Form about parents' occupation, if applicable (please request from studiengebuehren@zuv.uni-heidelberg.de) and tax assessments over the entire period **and**
- Proof from the employer (if current tax assessment notices cannot yet be submitted) **and**
- If applicable, a certified copy of the birth certificate with a complete and certified German translation **or**
- If applicable, a certified copy of the marriage certificate with a complete and certified German translation

□ **Exemption under Decision No. 1/80 of the Association Council of September 19, 1980 on the development of the association (EEC/Turkey)**

I have Turkish citizenship and live properly with my parents in Germany, who are or were properly employed there, and do not already fall under one of the above-mentioned exceptions and do not have a German university entrance qualification.

Proof:

- Meldebescheinigung/Meldeauskunft über Wohnsitz bei den Eltern bis zum Beginn der Ausbildung **und**
- Beglaubigte Kopie der Geburtsurkunde mit vollständiger und beglaubigter deutscher Übersetzung **und**
- Form about parents' occupation, if applicable (please request from studiengebuehren@zuv.uni-heidelberg.de) and tax assessments

You have **three weeks** from the date your letter of admission is printed to submit the information form and supporting documents to Heidelberg University. Please send the signed form with the relevant documents by email to:

studiengebuehren@zuv.uni-heidelberg.de

Your application cannot be processed without submission of the information form and the above-mentioned documents in the required form. If we have not received any documents from you by the end of the above-mentioned deadline that justify an exemption from the obligation to pay fees in accordance with § 5 LHGebG, we will assume that you are liable to pay fees as an international student.

Obligation to cooperate:

Pursuant to Section 10 (1) sentence 3 LHGebG, you are obliged to notify us immediately of any changes in circumstances that are relevant to the exemption, waiver or reduction or about which declarations have been made in connection with the exemption, waiver or reduction.

Only the German version of this form is legally binding. Please fill out the German form and sign it.

- Hinweise -

Elektronisches Verfahren

Die Universität Heidelberg führt das Verfahren zur Gebührenerhebung elektronisch durch. Insbesondere Anhörungen, Mitteilungen und Entscheidungen, die im Zusammenhang mit der Gebührenerhebung stehen sowie die Bekanntgabe von Verwaltungsakten (Bescheiden) können elektronisch erfolgen. Zu diesem Zweck müssen Sie Ihre universitäre E-Mail-Adresse aktivieren. Es obliegt Ihnen, die universitären Mitteilungen und E-Mails regelmäßig abzufragen. Nach § 41 Absatz 2 LVwVfG gilt der elektronisch versandte Bescheid am dritten Tag nach der Absendung als bekannt gegeben.

Dauer der Ausnahme von der Gebührenpflicht für internationale Studierende

Sind Sie aufgrund Ihrer Aufenthaltserlaubnis nicht gebührenpflichtig, gilt dies vorläufig nur für die **Dauer der Gültigkeit Ihrer Aufenthaltserlaubnis**. Reichen Sie daher nach Ablauf der Aufenthaltserlaubnis unverzüglich ein neues Auskunftsformular sowie eine beglaubigte Kopie der aktualisierten Aufenthaltserlaubnis ein. Bitte beachten Sie dabei die Rückmeldefristen. Die studiengebührenfreie Rückmeldung ist erst möglich, wenn das Formular eingereicht und bearbeitet worden ist. Wir empfehlen daher, das Folgeformular für das Sommersemester vor 15. Februar und für das Wintersemester vor 15. Juli einzureichen.

Bezahlung weiterer Beiträge zur Immatrikulation oder Rückmeldung

Bitte beachten Sie, dass zur Immatrikulation oder Rückmeldung folgende Beiträge auch dann bezahlt werden müssen, wenn Sie von Studiengebühren für internationale Studierende ausgenommen sind: Studierendenwerksbeitrag, Verwaltungskostenbeitrag, Beitrag zur Verfassten Studierendenschaft. Weitere Informationen zum Thema Gebühren finden Sie unter:

<http://www.uni-heidelberg.de/studium/interesse/gebuehren/>

Beglaubigte Kopien

Beglaubigte Kopien müssen von öffentlichen Stellen wie städtischen Ämtern (z.B. Rathaus, Bürgerbüro) oder Notaren amtlich beglaubigt sein. Beglaubigungen von anderen Stellen (z.B. AStA, Krankenversicherung) werden nicht akzeptiert.

Übersetzungen

Übersetzungen müssen von einem beeidigten oder ermächtigten bzw. öffentlich bestellten Übersetzer vorgenommen werden. Die Übersetzung muss mit Originalstempel und -unterschrift des Übersetzers (in englischer oder deutscher Sprache) bei der Hochschule vorgelegt werden.

Weitere Informationen

Weitere Informationen zu den Studiengebühren finden Sie unter

<https://www.landesrecht-bw.de/bsbw/document/jlr-StudGebBefrVBWpP1>

Rückerstattung

Die Rückerstattung bereits gezahlter Studiengebühren kommt insbesondere dann in Betracht,

- Wenn die Voraussetzung für eine gesetzliche Ausnahme bis zur Immatrikulation oder Rückmeldung bereits vorlagen, aber nicht nachgewiesen werden konnten.
- Wenn die Voraussetzungen für eine gesetzliche Ausnahme binnen eines Monats nach Beginn der Vorlesungszeit eintreten.
- Wenn Sie Ihre Immatrikulation noch vor Beginn des Semesters zurücknehmen.
- Wenn Sie nach Beginn des Semesters, aber noch innerhalb eines Monats nach Beginn der Vorlesungszeit mit sofortiger Wirkung exmatrikuliert (nur aus nachgewiesenen besonderen Gründen möglich) werden.

Ansprechpartner

Bei Fragen können Sie sich an die folgende E-Mail-Adresse wenden: studiengebuehren@zuv.uni-heidelberg.de oder an die Telefonnummer +49 6221 54 54 54.