## DEZERNAT INTERNATIONALE BEZIEHUNGEN



UNIVERSITÄT HEIDELBERG ZUKUNFT SEIT 1386

## **Certificate of study status for the immigration office** Information on Bachelor's/Master's degree programmes

The immigration authorities often expect international students to submit a certificate of study progress/study forecast after a few semesters of study in order to extend their residence permit. This is issued by the International Relations Department.

For this we require the following information:

- 1. Details of the academic advisors/ programme coordinators (see next page)
  - Total numbr of CPs required; number of CPs already completed; number of CPs still to be completed (including interdisciplinary competences and final examination)
  - What is the earliest date by which the remaining work can be completed?
  - For Bachelor's degree programmes: Has the orientation examination already been taken?

OR

- For Master's programmes: Confirmation from the Examination Office that the Master's thesis has been registered or submitted- in this case, no further proof is required and the form does not have to be completed additionally.
- 2. <u>Details of the Student</u> **signed** by the academic advisor/ programme coordinator (see chart)
  - Tabular list of the semesters in which the missing credits are to be completed.
  - Period in which the Bachelor's or Master's thesis is planned.

3. Please send the completed and signed documents by e-mail to andrea.kumler@zuv.uni-heidelberg.de

or **come by during the office hours:** Tuesdays from 10am to 12pm or Thursdays from 1:30pm – 3:30pm.

Dezernat Internationale Beziehungen (International Relations Department) Andrea Kumler Seminarstraße 2, Room 29

https://www.uni-heidelberg.de/einrichtungen/verwaltung/internationales/team.html#kumler

## 1) Details provided by the academic advisors/programme coordinators

Surname, First Name:				
Matriculation number:	Full-tir	me studies	Part-time studies	\$
Field of study:				
Degree:	Bachelor	Master	Semester:	
Study status 1st subject	t (main subject):			
	(incl. interdisciplinary compe	etences):		
Of which for final thesis/ex	kamination:			
	interdisciplinary competence		r's accompanying s	subject):
	· · · · · · · · · · · · · · · · · · ·			
	ogrammes: Orientation exam	ination comp	leted? yes	no
Outstanding CP:				
	by which the outstanding CP			eie/evam)?
			,	515/czamj:
Date	Signature of academic ad		Stamp	
Study status 2nd subject			· .	
-				
Total credits to be earned	(incl. interdisciplinary compe	etences):		
Of which for final thesis/ex	kamination:			
CPs already achieved (inc	cl. interdisciplinary competer	ices):		
For Bachelor's degree pro	ogrammes: Orientation exam	ination comp	leted? yes	no
Outstanding CP:				
What is the earliest date b	by which the outstanding CP	can be comp	pleted (incl. final the	sis/exam)?
Date	Signature of academic adv		Stamp	

2) Chart list of the student's missing/outstanding achievements signed by the academic advisor/programme coordinator

Semester	Name of the event	Month, year/	Number of credit
e.g. WS 24/25		type of Exam	points
		e.g. June 2025/ retreat	
	Total numbe	er of credit points	

Bachelor's/Master's thesis planned in the period from .....until.....

Date: .....

Matriculation Nr.: .....

.....

Signature of student

.....

E-mail student

Seen:
Date
Signature of academic advisor
Stamp