



**Application for exemption from tuition fees  
for international students  
in accordance with the Heidelberg University charter of 28 July 2017**

Surname, first name \_\_\_\_\_

Address (street, postcode, town) \_\_\_\_\_

Nationality \_\_\_\_\_

Registration number / student number \_\_\_\_\_

Degree programme \_\_\_\_\_

Intended qualification:

Bachelor's degree    State examination    Master's degree (consecutive)

I hereby request exemption from payment of tuition fees for international students in accordance with the Heidelberg University charter of 28 July 2017 for the duration of the standard period of study of aforementioned degree programme as of the **winter/summer semester 20\_\_\_\_\_**. I will be a new student (in the first academic semester) in the semester stated above and in the abovenamed degree programme.

I have included the following verifying documents in my application:

- Copy of my passport / identity card (page with name in Latin script)
- Letter of admission or certificate of enrolment for the abovenamed degree programme (the admission letter may be submitted at a later date - until 31 August for the winter semester, and until 28 February for the summer semester)
- Evidence of extraordinary ability in accordance with § 4 of the Heidelberg University charter of 28 July 2017:
- above-average educational and/or academic achievements
  - special distinctions
  - other (e.g. awards, scholarships)

- written explanation (max. two DIN A4 pages) detailing the special circumstances that substantiate a consideration due to social criteria
- brief curriculum vitae detailing the educational history (school, college and university)

### Electronic procedure

Heidelberg University has implemented an electronic procedure for fee collection. In particular hearings, notifications, and decisions related to fee collection as well as notifications of administrative acts (notices) will be communicated electronically.

### Application documents and deadline

Scan both pages of the completed and signed application as well as all required proofs, and send the documents in digital format (preferably as a pdf file) to [studiengebuehren@zuv.uni-heidelberg.de](mailto:studiengebuehren@zuv.uni-heidelberg.de) **by 15 July for the following winter semester, or by 15 January for the following summer semester (date of receipt)**. Please note that applications submitted without a copy of the candidate's passport/ID and proof of above-average school and/or academic attainment, cannot be considered.

If at the time of application you do not yet have a **letter of admission**, you are permitted to provide this at a later date - **by 31 August for the following winter semester, and by 28 February for the following summer semester**.

All documents must be in either German or English. Any translations must be prepared by a sworn or (officially) authorised translator. The translations must bear the translator's original stamp and signature.

I declare that all the statements I have made are to the best of my knowledge correct and complete. The requested verifying documents are included in this application. I am aware that providing negligent or deliberately furnished false information is considered an administrative offence and can lead to exclusion from the procedure or - should the false information be ascertained at a later point - to revocation of the exemption.

Furthermore, I declare that I will immediately inform the International Relations Office of all and any changes to the information provided above.

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Signature