Documents required for enrolment for NON-EU Applicants

BACHELOR/STATE EXAMINATION/MAGISTER THEOLOGIAE

In order to be able to enrol personally, you first need a letter of admission. For this purpose, you must apply online by **15 July for a winter semester and by 15 January for a summer semester**. If you have been admitted via the Information Portal Admission, you must also register online!

**If this was not the case,** please report to the Admissions Office Bachelor -international-
Bring all documents from the lists below!

The office hours of the Admissions Office Bachelor -international- are **Monday to Thursday from 9-12 am** in the Student Service Centre (SSC), Level 0, registration at the reception is required!

**Please note that an enrolment can only take place if all documents necessary for enrolment can be presented in original!**

The following documents are mandatory for enrolment:

- **Letter of admission**, if an online application has been made
- **Original university entrance qualification** (Abitur, Baccalauréat, Assessment test, etc.) and an officially certified translation in German or English
- **Original examination certificate** if you have completed your studies abroad
- **Valid ID**
- **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

Please note the next page
The following documents are required in addition to those listed on page 1 if...

... you were already enrolled at a university in the Federal Republic of Germany:

- **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

... subject-specific documents are required for individual subjects:

- **Proof of sufficient knowledge of French or English**, if the course of study is in French or English (e.g. via the school leaving certificate)
- **Certificate** of successful completion of the **sports aptitude test** of the RUB or the DSHS Cologne for the study programmes Sports Science (Bachelor)
- For the subject **Classical Philology** the **Latinum** or **Graecum**, depending on the choice of major field of study, must be proven.

... you would like to enrol for a higher semester:

- **Letter of admission**, for subjects with restricted admission an application must have been submitted (Application deadline is 15.09. for a winter semester and 15.03. for a summer semester)
- **Certificate of classification** issued by the competent academic adviser(s) required, except:
  - **for law**, a certificate of exmatriculation or study certificate stating the course of study and the semesters is sufficient
- In the case of admission to the **clinical study section** (medicine), the certificate of successful completion of the preliminary medical examination
- In the case of admission for the **practical year (PJ)** in the medical degree programme:
  - the letter of admission from the Faculty of Medicine at RUB
  - the certificate of the passed preliminary medical examination

*Information on how to apply for the higher (advanced) semester* can be found at www.ruhr-uni-bochum.de/studierendensekretariat/studium/bewerbung_zulassung/hoehere_fachsemester

Additional information:

- You are welcome to bring a **passport photo** with you for personal enrolment, which we will scan for your student ID. Otherwise there is the possibility to have a photo taken on site.
- 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.de

If you have any questions, please contact our **application hotline** at +49 234 32 26644 or at admission@uv.rub.de